


**WILLIAM
& MARY**

STUDENT HANDBOOK

1990-91





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& MARY

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1990-91

*All students at William and Mary
are bound by the regulations noted herein*

*The College reserves the right to make changes in
the regulations and procedueres listed herein at any time*

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COLLEGE CALENDAR 1990-1991

1990

August 24-28
August 26
August 27
(Monday)
August 28
Students (Tuesday)
August 29
September 5
September 7
September 21-23
October 15-16
November 2
November 3
November 21-26

December 6
December 7-9
December 10-14
December 15-16
December 17-19

First Semester

Orientation for New Students (Friday-Tuesday)
Orientation for New Graduate Students
Registration of Arts & Sciences Graduate Students

Registration of Entering Freshmen and Other New

Beginning of Classes: 8 a.m. (Wednesday)
End of Drop Period (Wednesday)
End of Add Period (Friday)
Parents Weekend
Fall Break (Monday-Tuesday)
Last Day to Withdraw from a Class (Friday)
Homecoming
Thanksgiving Holiday - 1 p.m. Wednesday-8 a.m.
Monday
End of Classes (Thursday)
Reading Period (Friday-Sunday)
Examinations (Monday-Friday)
Reading Period (Saturday-Sunday)
Examinations (Monday-Wednesday)

1991

January 13-16
January 15
(Tuesday)
January 16
January 17
January 24
January 28
February 2
March 2-10
March 27
April 26
April 30-May 2
May 3
May 4-May 5
May 6-May 10
May 11
May 13-14
May 19

Second Semester

Orientation for New Students (Sunday-Wednesday)
Registration of Arts & Sciences Graduate Students

Registration of New Students (Wednesday)
Beginning of Classes: 8 a.m. (Thursday)
End of Drop Period (Thursday)
End of Add Period (Monday)
Charter Day
Spring Vacation: 5 p.m. Friday - 8 a.m. Monday
Last Day to Withdraw from a Class (Wednesday)
End of Classes (Friday)
Reading Period (Tuesday-Thursday)
Examinations (Friday)
Reading Period (Saturday-Sunday)
Examinations (Monday-Friday)
Reading Period (Saturday)
Examinations (Monday-Tuesday)
Commencement (Sunday)

1991

Important Summer Dates

June 1	Deadline for Filing Candidacy for August Graduation
June 2	Dorms Open for Summer School, Session I
June 3	Summer Session I Begins
July 5	Summer Session I Ends
July 7	Dorms Open for Summer School, Session II
July 8	Summer Session II Begins
August 5	Tuition and Fees Due in Treasurer's Office (tentative)
August 9	Summer Session II Ends
August 12	Graduation Date



THE WILLIAM AND MARY ALMA MATER

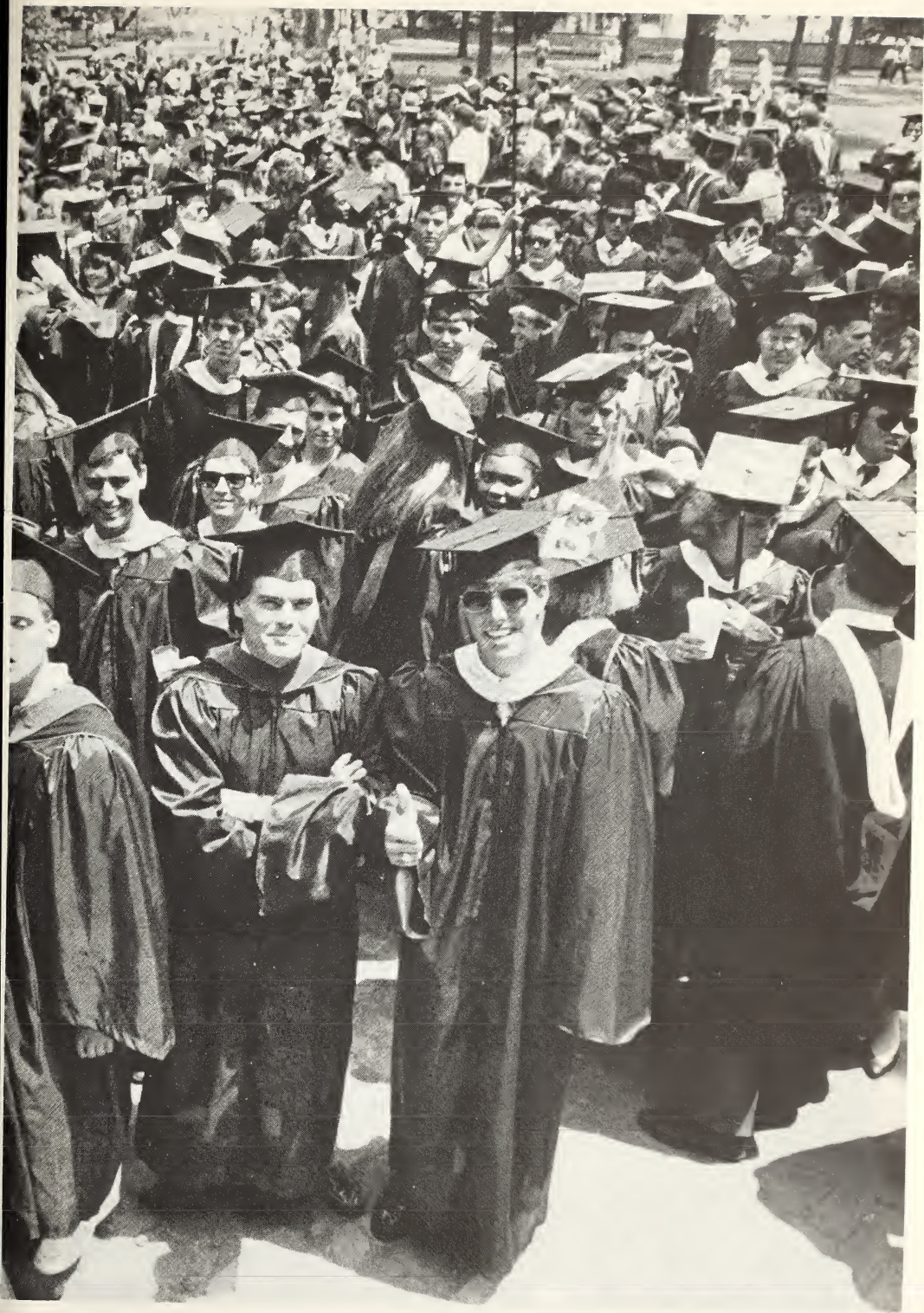
Hark the students' voices swelling,
Strong and true and clear
Alma Mater's love they're telling,
Ringing far and near.

William and Mary loved of old
Hark, upon the gale,
Hear the thunder of our chorus
Alma Mater hail!

Iron shod or golden sandaled
Shall the years go by -
Still our hearts shall weave about thee
Love that cannot die.

God, our Father, hear our voices
Listen to our cry
Bless the college of our fathers
Let her never die.

—James Southall Wilson '02



HISTORY

In 1989, the College of William and Mary in Virginia completed the celebration of the tercentenary anniversary of the accession of King William III and Queen Mary II to the English throne. From these Sovereigns, the College received its charter in 1693. It is the second oldest institution of higher learning in the United States, with the Sir Christopher Wren Building being the oldest academic building in continuous use in America. The College of William and Mary has played an important role in the history and development of the nation and the Commonwealth of Virginia.

The list of patriots who studied at William and Mary is long and distinguished. There were three American Presidents: Thomas Jefferson, James Monroe, and John Tyler; sixteen members of the Continental Congress; four signers of the Declaration of Independence; four justices of the Supreme Court of the United States, including John Marshall; and many other Senators, Congressmen, cabinet members and diplomats. Additionally, George Washington received his surveyor's license from the College and, after his Presidency, returned as Chancellor.

While Jefferson was Governor of Vir-



ginia, he made a number of changes at William and Mary which resulted in important "firsts" for the College. To the curriculum he added chairs of modern languages and constitutional law, and the College adopted the nation's first honor system. In 1776 William and Mary established Phi Beta Kappa, the nation's first intercollegiate fraternity; and in 1781, by uniting the faculties of law, medicine, and the arts, the College became American's first true university.

William and Mary suspended operations during the Civil War and again in 1881 when its financial resources were depleted. President Benjamin Ewell, however, kept the College Charter alive by ringing the bell of the Wren Building to mark the opening of each term. In 1906, the Commonwealth of Virginia purchased the College, making it part of the State system of higher education; and in 1918, the College became coeducational. After a period of steady growth, the College gave birth to four new colleges, three of which have become four-year institutions in urban areas of Virginia: Richmond Professional Institute, now Virginia Commonwealth University; the Norfolk Division of the College of William and Mary, now Old Dominion University; Christopher Newport College; and Richard Bland College.

Today William and Mary, still a mod-

erate-sized university, includes five different schools. Arts and Sciences, with both undergraduate and graduate sections, offers instruction in twenty-five areas of concentration, as well as in thirteen master's and six doctoral programs. The School of Education also provides a broad range of undergraduate majors, enhanced by eight master's, four educational specialist, and four doctoral offerings. The School of Business Administration features the traditional B.B.A. and M.B.A. degrees; but complements the same with part-time and weekend programs for specially admitted candidates. From the Law School, both J.D. and L.L.M. degrees are available. And finally, the School of Marine Science, located a short drive from the central campus, provides both masters and doctoral alternatives for students interested in the biological and physical sciences.

The College is governed by a Board of Visitors, seventeen members appointed by the Governor of Virginia to supervise the operation of William and Mary and of Richard Bland College. The Board of Visitors is empowered to select a Rector of the College, a Vice-Rector, a President, a Chancellor, and Faculty as necessary. In 1986 the Board of Visitors selected former Chief Justice Warren E. Burger as the twentieth Chancellor of the College.



ADMINISTRATIVE OFFICES

President of the College. Paul Verkuil, Brafferton 5, ext. 11693.

The President is the chief executive officer of the College. He administers the College through powers invested in his office by the Board of Visitors and through officers to whom he has delegated authority.

Office of the Provost. Melvyn Schiavelli, Provost, Brafferton 2, ext. 11993. Kathleen Slevin, Associate Provost for Academic Affairs, Wren 100, ext. 12609.

The Provost is the chief academic officer and the primary vice president of the College. He administers academic programs through authority delegated to his office by the President of the College. The Associate Provost for Academic Affairs administers the offices of Admission, Financial Aid, and the Registrar. She is responsible for Honor Council and Discipline Committee appeals.

Office of the Dean of the Faculty of Arts and Sciences. David Lutzer, Dean, James Blair 112, ext. 12470. Robert Scholnick, Dean of Graduate Studies, James Blair 111, ext. 12468. Clyde A. Haulman, Dean of Undergraduate Studies, James Blair 112, ext. 12469.

As administrative head of the Faculty of Arts and Sciences at the College, the Dean is concerned with the educational and fiscal resources, which impact upon teaching and learning, within Arts and Sciences. He is responsible for curriculum development, budgets, faculty concerns, and the general educational welfare of the College. The Dean of the Faculty is assisted in his duties by the Dean of Undergraduate Studies and the Dean of Graduate Studies. Office hours are 8 a.m. - 5 p.m. Monday through Friday.

Office of Freshman and Sophomore Academic Advising. Randolph A. Coleman, Director, James Blair 111C, ext. 12476.

The Director administers and coordinates the Freshman and Sophomore Academic Advising program. The Office has responsibility for selecting and training academic advisors from the faculty, assigning advisors to students, and functioning as the central resource for academic advising at the College.

The Office maintains current curriculum information important to the first two years of study, including Area and Sequence guidelines for each discipline, proficiency requirements, a listing of outside course requirements for each major, a listing of concentration advisors, and a listing of advisors for specific professions.

Students may schedule appointments to discuss advising issues and problems at any time. Office hours are 8 a.m. - 5 p.m. Monday through Friday.

School of Business Administration. Alfred Page, Dean, Tyler Hall 214, ext. 4001. Lawrence Ring, Associate Dean of Academic Affairs, Tyler Hall 208, ext. 4467. John Thrash, Jr., Assistant Dean for Academic Support, Tyler Hall 210, ext. 12910.

The School of Business Administration administers the undergraduate business curriculum and the Master of Business Administration program.

School of Education. John Nagle, Dean, Jones Hall 212, ext. 12314; Virginia Laycock, Associate Dean and Director of Graduate Studies, Jones Hall 217, ext. 12318.

The School of Education administers the undergraduate curriculum leading to teacher certification and several post-graduate programs leading to the M.A. in Education, M.Ed., Advanced Certificate, and the Ed.D.

Monday

13

Tuesday

14

Wednesday

15

Thursday

16

Friday

17

Saturday

18

Sunday

19

The Financial Aid office of the School of Education administers two financial aid programs specifically for undergraduate students in teacher education and a number of financial aid programs for graduate students. Those for undergraduates include the Fred L. Hill Mathematics Teaching Scholarship for outstanding students who intend to become teachers of mathematics, and the Virginia Teaching Scholarship and Loan program for outstanding Virginians who plan to teach mathematics or science in the public schools of the Commonwealth.

Placement and certification services of the School of Education are centralized through the Office of Educational Placement. Credential files are created for students upon their request, and assistance is offered in writing and maintaining resumes. Some other resources and services provided are application forms for Virginia and other state school systems; scheduling of interviews on campus with personnel representatives of public school systems, private schools, and academies; and listings of current openings in institutions of higher education and in both public and private educational systems throughout the nation. When a graduate's placement file is sent to prospective employers, no charge is made for the first three mailings; thereafter, a one-dollar service charge for copying each set of additional credentials will apply. Placement files are automatically maintained for five years; they are preserved indefinitely for graduates who keep their credentials current. Inactive files are sent to the College archives but may be reactivated upon request of a graduate.

Admission Office. Jean Scott, Dean of Admission, Ewell Hall, ext. 14223.

The Admission Office processes and makes decisions upon approximately 8,000 undergraduate applications for admission to the College yearly. The Admission staff conducts personal interviews with applicants and offers group presentations and campus tours.

The Office is open 8 a.m. - 5 p.m.

Monday through Friday and 9 a.m. - 12 noon on Saturdays September through May. Campus tours are conducted on weekdays and at 10 a.m. on Saturdays when the Admission Office is open.

Office of the University Registrar. J. William Savely, University Registrar, James Blair 116, ext. 12801. Sharon Reed, Associate Registrar, James Blair 110, ext. 12817. Nell Jones, Associate Registrar, James Blair 116, ext. 12802.

Primary functions of the Registrar's Office are registration and changes in registration, grade processing and recording, degree audit of undergraduates, and maintenance of various types of student data.

The following transactions are handled through the Main Office, James Blair 116: declaration and changes of concentration, course withdrawals, address changes and other directory corrections (with the exception of residence hall addresses), requests for transcripts, declaration of pass/fail option, enrollment certifications, summer session registration, filing notice of candidacy for graduation, veterans certification, and determination of domicile status.

Office hours are 8 a.m. - 5 p.m. Monday through Friday.

Office of the Treasurer. Kenneth Greene, Treasurer, (presently housed in James Blair 102 with plans to relocate in Blow Memorial Hall during the 1990-91 academic year), ext. 11220.

The Office of the Treasurer is responsible for the collection and deposit of all College funds. Student accounts and student loans are functions of the office. Inquiries about refunds of tuition and fees should be addressed here.

Office of Student Financial Aid. Edward P. Irish, Director; Lisa L. Tumer, Associate Director, (presently housed in James Blair 201 with plans to relocate in Blow Memorial Hall during the 1990-91 academic year), ext. 12420.

The Office of Student Financial Aid administers a comprehensive financial

Monday

20

Tuesday

21

Wednesday

22

Board of Visitors Meeting (Tentative)

Thursday

23

Freshman Residence Halls Open (8 a.m.)
New Student Orientation Begins (through August 27)
Tribe Soccer (men's) - U.V.A Home Scrimmage

Friday

24

Upperclass Residence Halls Open (12 noon)
Exhibition at Muscarelle: Literacy through Arts: A Celebration of
the Fine Art of Children's Book Illustration (through October
14)

Saturday

25

Graduate Student Orientation

Sunday

26

aid program incorporating federal, state and institutional funds. Students and their families may request information and counsel concerning grants, loans, and student employment.

Office hours are 8 a.m. - 5 p.m. Monday through Friday.

Campus Police Department. Richard Cumbee, Chief, Campus Police Station (behind Campus Center), ext. 14596. For an emergency, dial 911. (Ludwell residence use ext. 333 on hall phones).

Campus Police officers are fully sworn law enforcement officers under Virginia law. Their training, responsibilities, and duties are the same as any police agency. Campus Police officers enforce College rules and Virginia law in a manner sensitive to the interests and needs of students and faculty. The Department is in charge of all police services, security services, and lost and found at William and Mary.

The Campus Police Station is open 24 hours a day.

Parking Services. Thea Norman, Manager, 204 South Boundary Street, ext. 14764.

The Department of Parking Services was established to regulate motor vehicles on College property. It offers a wide range of services to students, faculty and staff, including emergency service to stranded motorists on College property (i.e., jumper cables, gas can, lug wrench, etc.). In addition, Parking officers have equipment to assist when keys are locked inside a vehicle.

The Parking Services Office is open from 8 a.m. - 4 p.m. Monday through Friday. Service hours are 8 a.m. - 8 p.m. Monday through Friday.

Equal Opportunity and Affirmative Action Office. Dale B. Robinson, Director, College Apt. 3, ext. 12615

The Director of Affirmative Action assumes the role of leadership in the development, dissemination, implementation and monitoring of the College's programs. Guidance is provided to students, faculty, and staff on equal opportunity and/or affirmative action matters.



August
September

Registration of Education Graduate Students
Registration of Arts & Sciences Graduate Students

Monday
27

Registration of Entering Freshmen and Other New
Undergraduates
Tribe Soccer (men's) - C.N.C. Home Scrimmage

Tuesday
28

Classes Begin (8 a.m.)

Wednesday
29

Thursday
30

Exhibition Reception at Muscarelle: Literacy through Art: A
Celebration of the Fine Art of Children's Book Illustration
(5:30-7:30 p.m.)
Annual Black Freshman Dinner & Dance (5:00 p.m.-1:00 a.m.)

Friday
31

Deadline for Filing Candidacy for December Graduation
Tribe Soccer (men's) - Loyola Home Game
Tribe Soccer (women's) - NC State Home Game

Saturday
1

Sunday
2

Office of the Vice President for Student Affairs

Vice President for Student Affairs.

W. Samuel Sadler, James Blair Hall 203B, ext. 11236. Kriss Fillbach, Special Assistant, ext. 11234.

The Vice President for Student Affairs and his staff provide a broad range of services to the students of the College. The Office has primary responsibility and concern for general student counseling, minority student affairs, services for differently-abled and commuting students, student rights and responsibilities, organizations and activities, student government, the judicial system, the Campus Center, student residences, and student health and psychological needs. The staff members work closely with the members of the faculty and administration of the College to represent student concerns to them as well as to present academic and administrative policies to the students.

Dean of Student Activities. Kenneth Smith, Campus Center 203B, ext. 13270. Robert C. Knowlton, Campus Center Director, 110B, ext. 13431. Julie B. Ambrose, Campus Center Assistant Director, 110, ext. 13432. Denny Byrne, Recreational Sports Director, Recreation Center, ext. 13312. Valerie Boelkins, Assistant Director, Recreational Sports, Recreation Center, ext. 13313. Joe Tighe, Assistant Director, Recreational Sports, Recreation Center, ext. 13314.

The Dean provides counsel and services for student activities and all student organizations and publications of the College, and administers the allocation and distribution of the Student Activities Fee funds. The Student Activities Office serves as a clearinghouse for community service and volunteer programs, coordinated by the Dean. He is responsible for maintaining the College's calendar of scheduled activities, develop-

ing and administering special on-campus programs, workshops, leadership development programs, and retreats, and also participates in the adjudication of discipline matters.

The Dean supervises the operation of the Campus Center to achieve the Center's objective of social education and service to the College community. In addition, he supervises the Recreational Sports program which is responsible for all intramural and recreational activities as well as recreational facilities on campus, and offers a wide range of opportunities for organized team activities as well as informal recreation programs. Daily information regarding intramurals and recreation facilities may be obtained by calling the Recreational Sports Hotline, 221-3311.

Associate Vice President of Student Affairs (Students of Color). Carroll Hardy, James Blair 209, ext. 12300. Elizabeth Young, Assistant to the Associate Vice President for Student Affairs, James Blair 207C, ext. 13166

The Associate Vice President is responsible for programs aimed at assisting the academic growth and social well-being of minority and off-campus students. She serves as the administrative liaison to the Black Student Organization.

The Assistant to the Associate Vice President is responsible for a broad range of services in advising and counseling minority students. She assists in the development, evaluation, and coordination of programs for the minority student.

Dean of Students. Carol Disque, Dean, James Blair 210, ext. 12511. Richard Ferraro, Assistant Dean, James Blair 211, ext. 12510. Susie Mirick, Study Skills Director, James Blair 215, ext. 12513.

The Dean of Students monitors the academic progress and social standing of all undergraduate students. The staff

Watch for in September:

Deadline for Application to Docent Training Program, Muscarelle
Museum of Art.

September

Labor Day

Monday

3

Tribe Soccer (men's) - Navy Home Game
Tribe Soccer (women's) - Duke Home Game

Tuesday

4

End of Drop Period (5 p.m.)

Wednesday

5

Sorority Rush Begins

Thursday

6

End of Add Period (5 p.m.)
Last Day to Exercise Pass/Fail Option
Tribe Soccer Classic (men's)
Tribe Soccer (women's) - Santa Clara Away Game

Friday

7

Citadel - Away Football Game
Tribe Soccer Classic (men's)

Saturday

8

Sunday

9

provides academic counseling and referrals to other College resources, develops and directs fall and spring orientation activities, administers social regulations of the College, and provides counsel and assistance to its judicial organizations.

The Director of Study Skills provides individual counseling on skill-enrichment topics including time management, reading and note-taking techniques, test-taking strategies, and others. She also presents a series of college-wide workshops and coordinates residence-hall presentations and a peer tutoring service.

In addition, the Office of the Dean of Students is responsible for services provided to students with disabilities. The goal here is to provide support and equipment to ensure that the differently abled will enjoy the same rights and responsibilities as all other students. (See "Differently-Abled Student Services," p. 42.)

A third special mission of the Office of the Dean of Students is to provide assistance to off-campus students. Among pertinent services offered are the maintenance of a special housing referral service, and the administration of an off-campus house to give commuting students a local place to meet, study, and/or relax.

Office of Career Services. Stan Brown, Director; Bob Hunt and Suzan Thompson, Associate Directors; Natalie Mahoney, Assistant Director and Internship Coordinator; Pam Garrette, Recruitment Coordinator, (presently housed in Morton Hall 140 with plans to relocate to Blow Memorial Hall during the 1990-91 academic year), ext. 13240. For information on services and events, call PHONE PURSUIT, ext. 13238.

The mission of the Office of Career Services is to provide students with skills and knowledge appropriate for making career decisions. Its services are intended to foster the development of individual identity, autonomy, initiative, and responsibility.

Assistance is provided through indi-

vidual career counseling, career development seminars, and special programs and speakers. Students have access to "SIGI Plus," a computer-based guidance and information system, allowing them to gain assistance with a wide range of career concerns.

Career Services provides a central resource for internship information. Through the Shared Experience Internship Program, students may participate in local internships during their academic semesters. Application deadlines for each fall and spring are within two weeks of the first day of classes. The Office also facilitates the placement of students in regional and national internships such as the Carnegie Endowment for International Peace, Criminal Justice Minority Trainee Program, Dow Jones Newspaper Fund Intern Program, Smithsonian Internships, and the U.S. Department of State Intern Program.

Another resource is the Alumni Career Advisory Service (ACAS), offering students the opportunity to talk with alumni and friends of the College who can provide advice concerning their particular careers. A weekly bulletin, *Futures*, is published to keep the College community abreast of career information, internship opportunities, career speakers on campus, and other announcements pertaining to the world of work.

The Career Library contains books, extensive files, directories, and audio and video tapes on a wide variety of career fields, as well as information on work abroad, internships and graduate and professional school opportunities. It houses a collection of graduate and professional school catalogs on microfiche.

Assistance is offered students and alumni in obtaining employment with businesses, not-for-profit organizations, and government agencies. Services also include career search seminars on such topics as choosing a major, self assessment, discovering career options, resume writing, interviewing techniques and other aspects of job search strategies, credential file maintenance and

Watch for in September:

Programs by Artists Represented in the Exhibition: Literacy
through Art: A Celebration of the Fine Art of Children's Book
Illustration, Muscarelle Museum of Art.

September

Monday

10

Tuesday

11

Tribe Soccer (men's) - O.D.U. Away Game
First Day to Request Room Change

Wednesday

12

Application Deadline for the Shared-Experience
Internship Program - Fall 1990

Thursday

13

A.E.F. Sports Outing
Alumni Board of Directors Meeting

Friday

14

Villanova - Home Football Game
Alumni Board of Directors Meeting
Domino's Pizza Classic (Men's Soccer) in Fresno, California
Tribe Soccer (women's) - Boston College Away Game

Saturday

15

Tribe Soccer (women's) - U. Massachusetts Away Game
Sorority Rush Ends (Acceptance Day)

Sunday

16



transmittal, and on-campus interviewing.

The Office works closely with many organizations to arrange recruiting visits on campus. Employer representatives come to the campus to discuss with students the qualifications necessary for success in their special fields, to explain employment opportunities, and to interview graduating students for available positions.

The Office of Career Services does not function as an employment agency; it does not guarantee placement or assume responsibility for locating jobs for students. Rather, its efforts are directed toward assisting students and alumni in all activities that go into career and life planning.

The Office of Career Services is open 8 a.m. - 7 p.m. Monday through Friday and 10 a.m. - 2 p.m. on Saturdays when students are on campus.

Center for Personal Learning and Development (presently housed at 125 Richmond Road with plans to relocate to Blow Memorial Hall during the 1990-91 academic year), ext. 13620.

The Center for Personal Learning and Development offers professional assistance with personal problems, prob-

lems of social relationships, and the understanding of oneself and others. These services are offered through individual psychotherapy, group psychotherapy, and personality testing and assessment. With the exception of national test services, the services are free of charge to students. Center staff members include both male and female clinical and counseling psychologists. All are highly trained and widely experienced in dealing with the problems of college students. Staff members work with the clients on an individual, couple, family, or group basis, depending on the needs of the client.

The Center for Personal Learning and Development is not only for people with "problems" or people who have difficulties adjusting to college life. All students, including the highly successful student, often find significant benefit in counseling as a means of increasing self-awareness, maximizing potentials, and making the college experience more productive and meaningful.

In addition, the Center serves as a regional testing center for certain nationally administered examinations, including the GRE, LSAT, and MCAT. The Center also administers the Miller Analogies Test throughout the year.

Monday

17

Tuesday

18

Rosh Hashanah (at sundown)
Tribe Soccer (women's) - U.V.A. Home Game

Wednesday

19

Rosh Hashanah

Thursday

20

Parents Weekend
Tribe Soccer (men's) - U.M.B.C. Home Game
Tribe Soccer (women's) - U.M.B.C. Home Game
Parent Weekend Dinner (5:00-8:00 p.m.) (sponsored by Minority
Affairs)

Friday

21

Parents Weekend
University of Connecticut - Home Football Game
Tribe Soccer (men's) - Kentucky Home Exhibition Game

Saturday

22

Tribe Soccer (women's) - Villanova Home Game

Sunday

23

Application forms and additional information concerning these examinations may be obtained at the Center.

Appointments are made within a week after the initial request, depending on the urgency of the problem and the staff time available. Appointments may be made in person or by telephone. Clients may be administered psychological tests or referred to other sources when appropriate; however, testing is done only after a discussion of the problem. No information concerning an individual's contact with the Center will be released without the written permission of the client. At no time do the results of counseling or psychotherapy become a part of the student's permanent College record; and reports are never submitted to parents, College authorities, or potential employers unless requested in writing by the client.

Office hours are 8 a.m. - 12 noon and 1 p.m. - 5 p.m. Monday through Friday.

Office of Residence Life. Fred Fotis, Director; Debbie Boykin, Associate Director (Housing Services); Associate Director (Student Development); Jerri Harris, Assistant Director (Administration). James Blair 205, 206, ext. 14314.

The Office of Residence Life has overall responsibility for management of student residents and the various residence halls. It has budgetary responsibility for each of the halls, as well as their condition and upkeep. The central office staff of Residence Life includes the Director, two Associate Directors, an Assistant Director, and eight Area Directors. Questions concerning residence life should be directed to this office, which is open 8 a.m. - 5 p.m. Monday through Friday.

The Director of Residence Life is responsible for the direction, coordination, and management of all aspects of the residence-life program, including long-term facilities and financial planning pertaining to the residence hall community.

The Associate Director (Housing Services) provides direction to Housekeeping and Facilities Management per-

sonnel, is responsible for residence-hall furnishings and equipment, administers the Room Damage Deposit fund, and coordinates appeals and rebate requests.

The Associate Director (Student Development) coordinates the selection and training of the student staff residence government and works with all staff members to implement programs, referrals, and other social and educational activities.

The Assistant Director has responsibility for the room assignment process, administers vending contracts, directs the summer-school program, updates housing publications, facilitates family housing assignments, and serves as a telecommunications liaison to Auxiliary Services.

King Student Health Center. Juliette Karow, M.D., Director, 221-4386.

The Student Health Center provides a variety of services, most of which are covered by the Student Health Fee included in the Tuition and General Fee. All matters between a student and the Health Center staff are completely confidential. Comprehensive, quality medical care—including a laboratory and a pharmacy—is available at the Health Center, which is intended to replace the family physician and care for minor emergencies while the student is away from home.

Medical services are provided for all full-time students and for those graduate students certified by the Dean of their school to be doing the "equivalent of full-time work." The latter must have (1) paid the Student Health Fee for the current semester and (2) filed with the Student Health Center a completed physical history form.

It should be noted that if the student chooses either a local emergency room or a local physician, any charges incurred become the student's financial responsibility. Likewise, if a Health Center physician deems it medically necessary to refer a student to a specialist, this also becomes the student's financial responsibility.

The College has a medical/emo-

Deadline for Marshall Scholarship, Reves Center

Monday

24

Tuesday

25

Tribe Soccer (men's) - Richmond Away Game

Wednesday

26

Thursday

27

O.D.U. Met Life Tourney (Men's Soccer) - Norfolk

Friday

28

U.V.A - Away Football Game
Yom Kippur
Tribe Invitational (women's)

Saturday

29

Tribe Invitational (women's)
O.D.U. Met Life Tourney

Sunday

30

tional emergency procedure which will be put into effect should a student attempt suicide, make a threat or gesture of suicide, or undergo severe emotional or psychological distress. Anyone with knowledge of such circumstances should immediately contact the Dean of Students, 221-1236, or the Student Health Center, 221-4386.

The Student Health Center provides no written medical excuses. Each student is responsible for notifying instructors of absences, and faculty members may call the Health Center to verify the fact that a student has been seen at the Center.

A brochure describing services offered is available in the lobby of the Student Health Center. Located on Gooch Drive south of Cary Field, the Health Center is open 24 hours daily during regular sessions; physicians' hours are 9 a.m. - 5 p.m. Monday through Friday. At all other times the Center is staffed

by Registered Professional Nurses with a physician on call.

Health Education. Cynthia Burwell, Health Educator, Student Health Center, ext. 12195.

Advancing the role of the Student Health Service as a primary resource for health information is the goal of Health Education. Directed by the Health Educator, a comprehensive program for students addresses such concerns as alcohol and substance abuse, sexuality, AIDS, contraception, eating disorders, fitness, nutrition, and stress management. Health Education provides individual health-related counseling, sponsors outreach programs, and makes referrals to community resources.

The Health Education office is located in the Student Health Center. Hours are 8 a.m. - 5 p.m. Monday through Friday and varied evening hours.



Watch for in October:

Lecture-Luncheon Sponsored by Muscarelle Museum of Art.

October

Deadline for Rhodes Scholarship, Reves Center
On-Campus Interviewing Begins

Monday

1

Tuesday

2

Tribe Soccer (men's) - George Washington Away Game

Wednesday

3

Career Fair

Thursday

4

Parents Council Weekend
Tercentenary Observances Commission Meeting
Tribe Soccer (women's) - Mary Washington Away Game

Friday

5

President's Council Weekend
Delaware - Away Football Game
Tribe Soccer (men's) - U.N.C.-Wilmington Away Game
Tribe Soccer (women's) - Davidson Away Game

Saturday

6

Tribe Soccer (men's) - E.C.U. Away Game

Sunday

7

ACADEMIC POLICIES AND REGULATIONS

Through the Office of the Dean of Students, the Committee on Academic Status (CAS) monitors the academic progress of all undergraduate students (see "Continuance in College," *Undergraduate Catalog*). The Committee on Degrees and the Office of the Registrar also carry out academic policies and procedures of the College.

The following information is partial, intended only to highlight some important facets of academic policies. For the official publication of academic regulations, students should consult "Requirements for Degrees" and "Academic Regulations" in the *Undergraduate Catalog*.

Absence from final examinations: Petitions for absence from a final examination for reason of illness or other grounds must be filed in the Office of the Dean of Students. Requests for *rescheduled* examinations must be filed by 5:00 p.m. on the last day of classes. If approved, *deferred* final examinations, requested before or during Reading Period, will be scheduled for the beginning of the following regular semester.

Permission for rescheduled or deferred final examinations is not automatic; students should not make any plans until written permission is obtained. Individual faculty members may not grant permission to reschedule or defer a final examination.

Area and Sequence requirements are designed to provide some common features to the undergraduate curriculum by requiring a body of coursework for all students in the humanities, social sciences, natural sciences, foreign language, composition, and physical education. Considerable flexibility is retained by offering students a wide degree of choice within each category. It is advisable to complete area and sequence requirements by the end of the sophomore year. For more particulars, see

the *Undergraduate Catalog*, current for the semester of initial enrollment at the College.

Class attendance: Except for reasonable cause, students are expected to be present at all regularly scheduled class meetings. Without specific permission from the instructor, students may not attend classes for which they are not officially registered.

Consecutive/conflicting final examinations: Students who have three scheduled final examinations in three consecutive examination periods on consecutive days may request changes through the Office of the Dean of the Faculty of Arts and Sciences. This office should also be contacted when scheduled examinations conflict. For a course in which there are two sections taught by the same instructor, students may request the preferred examination period through the Dean's office.

Continuance requirements: Continuance requirements are minimal standards (earned academic credits and quality points or grade point average) required for continuing at William and Mary. The specific continuance requirements applicable for each student are those stated in the *Catalog* under which the student entered the College, unless more than six calendar years have elapsed.

Dean's List: Eligibility is limited to full-time, degree-seeking undergraduate students who for the semester in question complete a minimum of 12 graded (A through F) academic hours. Students selected will comprise the top 15% of those eligible, as determined by grade point average. Upon resolution of grades of I and G, students who then meet the established grade point average for the relevant semester will be added to the Dean's List.

Watch for in October:
"Music at the Muscarelle" Concert Series.

October

Columbus Day (observed)
Deadline for Fulbright Scholarship, Reves Center

Monday
8

Tribe Soccer (women's) - Maryland Home Game

Tuesday
9

Wednesday
10

Thursday
11

Columbus Day
Tribe Soccer (men's) - American Home Game
Tribe Soccer (women's) - St. Mary's (CA) Away Game

Friday
12

V.M.I - Oyster Bowl - Norfolk

Saturday
13

Tribe Soccer (women's) - Santa Barbara Away Game

Sunday
14

Declaration of concentration: When a student has earned 38 academic credits, a concentration should be declared; it must be declared by the second semester of the junior year. Students selecting a concentration in Interdisciplinary Studies or International Studies must declare no later than the pre-registration period for the senior year. Forms for declaration of concentration are available in the Office of the Registrar. The chairperson of each department, listed as the student's advisor when a concentration is chosen, will review departmental requirements with the student.

Most departments require completion of 27 to 33 hours in the department in order to fulfill the concentration requirements. Departments vary as to any additional requirements they may have. No student shall be permitted to apply toward a degree more than 48 semester hours in a subject field. See the *Undergraduate Catalog* for further details.

Degree requirement exceptions: Students requesting exemption from or adjustment of any of the requirements for a degree must petition the Committee on Degrees through the Office of the Dean of the Faculty of Arts and Sciences. Students fully admitted to the School of Business Administration should contact the Office of the Dean of the pertinent School.

Domiciliary status: To be eligible for the lower tuition rate available to in-state students, a student must meet the statutory test for domicile set forth in Section 23-7.4 of the Code of Virginia. Domicile is a technical legal concept, and a student's status is determined objectively through the impartial application of established criteria. In general, to establish domicile, students must be able to verify (1) that for at least one year immediately preceding the first official day of classes, their permanent home was in Virginia, and (2) that they intend to stay in Virginia indefinitely after graduation. *Residence in Virginia primarily to attend college does not establish eli-*

gibility for the in-state tuition rate.

Students re-enrolling in the College after an absence of one or more semesters must re-apply for domiciliary status and are subject to the same criteria as entering students. A matriculating student whose domicile has changed may request reclassification from out-of-state to in-state; however, reclassification must be applied for before the beginning of the academic semester. Any student may ask for a written review of an adverse decision, but a change in classification will be made only when justified by clear and convincing evidence. All inquiries about eligibility for domiciliary status should be addressed to the Office of the Registrar.

Drop-Add: During the first eight days of classes, students may drop one or more courses without any notation being placed on the academic record. The deadline for dropping precedes the deadline for adding by two days so that students may more easily enroll in desired courses. Students may drop and/or add courses according to procedures and deadlines announced by the Office of the Registrar. (See also "Withdrawal from courses," p. 34.)

Grade review: For students in Arts and Sciences, instructions for the review of a final course grade within Arts and Sciences may be obtained from the Office of the Dean of the Faculty of Arts and Sciences. A student wishing to contest a final grade should first speak with the instructor who assigned the grade. If the issue is not resolved, the student should then discuss it with the department head. A grade review must be initiated before the end of the fourth week of the next regular (fall or spring) semester.

Students in Business Administration and Education should consult the appropriate Dean of the school for information regarding the grade review procedure.

Grading system: Grades issued at the College are A, A-, B+, B, B-, C+, C, C-, D+,

Fall Break
Final Day to be Assured of Textbook Availability
Campus Deadline for Truman Scholarship
Tribe Soccer (men's) - V.P.I. Away Game
Tribe Soccer (women's) - Stanford Away Game

Monday

15

Fall Break

Tuesday

16

Preregistration Begins for Spring 1991 Semester

Wednesday

17

Thursday

18

Friday

19

Burgesses Day
Bucknell - Home Football Game
Tribe Soccer (men's) - George Mason Away Game
Tribe Soccer (women's) - George Mason Away Game

Saturday

20

Sunday

21

D, D-, and F. Also assigned are G, I, P, and W, explained in the *Undergraduate Catalog*. 0 represents no credit earned for an audited course. R indicates that Writing 101 is to be repeated.

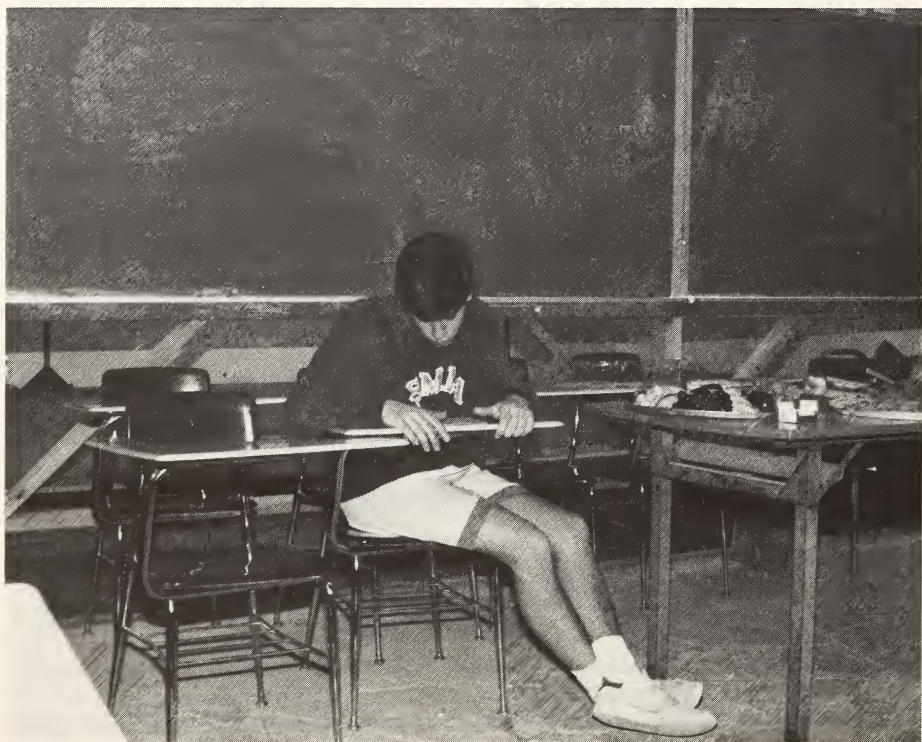
Medical underload: With the written recommendation of a physician or psychologist, students unable to undertake a full academic schedule may request a medical underload. Petitions for such underloads must be submitted to the Committee on Academic Status through the Office of the Dean of Students. After the ninth-week of the semester, a recommendation from the instructor of the pertinent course is required as well. If granted, medical underloads processed during a semester normally do not result in any refund of tuition or fees; inquiries regarding refunds should be directed to the Treasurer's Office.

Normal load: A full-time student must register for a minimum of 12 academic hours and may register for a maximum of 18 academic hours. Academic credit

is not awarded for PE 100 (Wellness) or other physical education activity courses; thus physical education activity courses are not counted toward the 12-hour minimum. Permission to take fewer than 12 hours or more than 18 hours must be requested from the Committee on Academic Status through the Office of the Dean of Students.

Overload: Requests to enroll for more than 18 hours must be submitted to the Committee on Academic Status through the Office of the Dean of Students. Students carrying unauthorized overloads are subject to disenrollment after the drop-add period. Permission for academic overload is rarely granted to students whose cumulative or regular preceding semester's grade point average is less than 3.0.

The pass/fail option is open to junior and senior students, who may elect to carry one non-required course per semester on this basis. As a feature intended to encourage broad educational



Study Abroad Fair, 7:30 p.m.
Deadline for William and Mary Spring Semester in Madrid, Spain
Alcohol Awareness Week (through the 26th)

Monday

22

Tribe Soccer (men's) - Howard Home Game

Tuesday

23

United Nations Day
Tribe Soccer (women's) - James Madison Home Game

Wednesday

24

Thursday

25

Opening Reception at Muscarelle: Sculpture by Harold Tovish
(5:30-7:30 p.m.)

Friday

26

Lehigh - Home Football Game
Tribe Soccer (men's) - James Madison Home Game
Tribe Soccer (women's) - Monmouth Away Game
Exhibition at Muscarelle: Sculpture by Harold Tovish (through
January 6)

Saturday

27

Tribe Soccer (women's) - Cincinnati Away Game

Sunday

28

development, it must be elected at the beginning of the semester, and certainly no later than the end of the drop/add period. Appeals for exceptions to the deadline may be addressed to the Committee on Academic Status, but the desire to lighten the work load during the course of the semester, and/or to avoid a disappointing conventional grade are not considered to be convincing reasons for such an adjustment. Signup forms for pass/fail are available at the Registrar's Office. (See "Student's Program," *Undergraduate Catalog*, for further information.)

Proficiency requirements: See *Undergraduate Catalog*

Refunds: Some actions approved by the College may result in refunds of tuition and fees. All questions regarding eligibility for such refunds should be directed to the Treasurer's Office.

Registration: All classified undergraduate students who are currently enrolled and plan to return for the following semester should pre-register for the next regular (spring or fall) semester. All registration is done through the Registrar's Office. Students are encouraged to consult with academic advisors before completing registration. Individuals who do not take part in preregistration will usually find course selection quite limited in the approaching semester.

Reporting of grades: In accordance with the provisions of the "Statement of Rights and Responsibilities," grades will not be sent to parents without a written request. To make such a request, students should contact the Office of the Dean of Students.

Required withdrawal from College: Students failing to meet probationary standards or continuance requirements (see *Undergraduate Catalog* of year of entry) may be required to withdraw from the College. Those required to withdraw for academic deficiencies are not automatically eligible for readmission. The Office of the Dean of Students will not

process an application for readmission from a student who has been required to withdraw unless the student has been reinstated to good standing by the Committee on Academic Status (CAS).

Students required to withdraw in May, or after either Summer Session, are eligible to apply to the CAS no earlier than the following November for reinstatement and for readmission in January. Students required to withdraw in January are eligible to apply no earlier than the following April for reinstatement and for readmission the following fall semester. Letters of appeal and reinstatement should be submitted to the CAS through the Office of the Dean of Students. Forms for readmission should also be submitted to the Office of the Dean of Students.

Ordinarily, the CAS will not grant a request for reinstatement to any student who has been required to withdraw for academic deficiencies more than once. Students not in good standing at the College are not permitted to (1) transfer to William and Mary any credits earned at other institutions or (2) receive credit by examination for work undertaken. Inquiries regarding these policies should be addressed to the Office of the Dean of Students.

Summer school: Summer school consists of two five-week sessions. Students are limited to seven hours per session. Requests for underloads and overloads must be approved by the Committee on Academic Status. Summer Session catalogs, published in March of each year, are available in several campus locations. For further information, the Registrar's Office should be contacted.

Summer school at other institutions: William and Mary students who wish to receive credit for courses taken at other institutions (other than those colleges with which William and Mary participates in exchange or special education programs) must request approval from the Dean of Undergraduate Studies prior to enrolling elsewhere. In addition, only elective courses or those

Monday

29

Tuesday

30

Halloween
Endowment Association Reception and Dinner
First Round - CAA Tourney

Wednesday

31

Homecoming Weekend
Deadline for Filing Candidacy for May Graduation
Endowment Association Meeting
Board of Visitors Meeting and Dinner
Deadline for Mellon Fellowship

Thursday

1

Homecoming Weekend
Last Day to Withdraw from a Class
Board of Visitors Meeting
Campaign Steering Committee Meeting
CAA Finals
Annual Greek Step Show & Dance (7:00 p.m.-1:00 a.m.)

Friday

2

Homecoming Weekend
Furman - Homecoming Football Game
CAA Finals
Black Alumni Reception (4:00-6:00 p.m.)
Black Alumni Homecoming Dance (9:00 p.m.-1:00 a.m.)

Saturday

3

Homecoming Weekend
CAA Finals

Sunday

4

courses not necessary for completion of degree requirements are eligible for transfer consideration. It is advisable to check with an individual William and Mary department as well as with the Office of the Dean to determine which credits may be transferred.

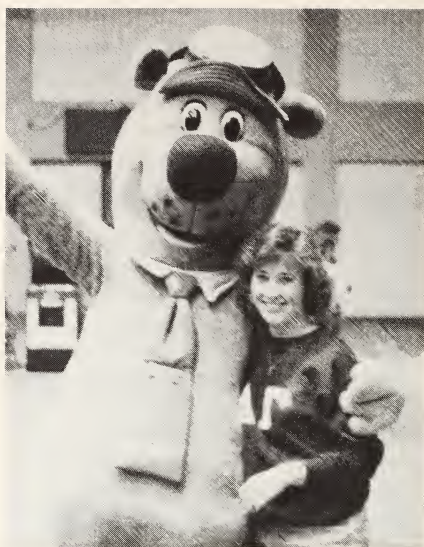
Transcripts: The Registrar's Office is responsible for forwarding transcripts requested by students. Requests will be processed as quickly as possible, and students will be notified when transcripts are sent. There is no charge for this service.

Transfer credit: The Dean of Undergraduate Studies (or other appropriate academic dean) works closely with transfer students in determining which courses taken at other institutions are acceptable for transfer to William and Mary. Any student dissatisfied with the decision of the Dean may appeal to the Committee on Degrees. No final evaluation of transfer credits is made prior to a student's enrollment at the College. (See "Transfer of Credit from Other Institutions," *Undergraduate Catalog*.)

Underload: Enrollment for fewer than 12 academic credit hours constitutes an underload, which may be maintained only if approved by the Committee on Academic Status. Students carrying an unauthorized underload are subject to disenrollment after the drop-add period or can be placed on probation by the Committee on Academic Status.

Will not return: Students who plan to leave William and Mary after the end of a semester must file a "Will Not Return" form with the Office of the Dean of Students. Such action results in cancellation of pre-registration and housing for the following semester.

Withdrawal from College: To withdraw from College during the academic session, a student must inform the Office of the Dean of Students. Failure to notify the College will result in the notation "Withdrew Unofficially" on the student's record. Withdrawal from Col-



lege results in cancellation of pre-registration and housing for the following semester. Criteria for refunds are established by the Office of the Treasurer, and all questions regarding refunds should be addressed to that office. Students may elect to withdraw from the College, without special permission, only prior to the end of the ninth week of the semester. Unauthorized withdrawal after that date will result in grades of failure recorded for all courses carried in the relevant term. Students who feel they need to withdraw after the deadline should consult with the Office of the Dean of Students.

Withdrawal from courses: After the drop-add adjustment period, students may withdraw from a course only through the ninth week of classes. The deadline may be verified through the Registrar's Office. A W will be assigned for such a withdrawal; no other withdrawals are permitted *without the approval of the Committee on Academic Status*. Forms are available in the Office of the Dean of Students. Students who withdraw from one or more courses must maintain a course load of at least 12 academic hours and must follow procedures established by the Office of the Registrar.

Watch for in November:
"Films on Art" Series, Muscarelle Museum of Art.

November

Monday
5

Election Day *Tuesday*
6

Deadline for Mellon Grant Nominations *Wednesday*
7

Graduate and Professional School Day *Thursday*
8

Deadline for National Science Foundation Scholarships *Friday*
9

J.M.U - Away Football Game *Saturday*
10

Veterans Day *Sunday*
11

SOCIAL REGULATIONS AND POLICIES

Bicycles

All bicycles must be registered with either the City of Williamsburg or Campus Police. For city bike registration, students must take their bikes to the Municipal Building.

Bicycle theft, especially of 10-speed bikes, unfortunately occurs on campus and in the city. Bikes should always be locked, preferably to a post, tree, or railing. Because of fire regulations, bikes cannot be kept in the hallways or stairwells, but they may be left in rooms when school is not in session (such as during the Christmas break). Bikes may not be left in the rooms over the summer. If left in rooms, hallways, or on the grounds over the summer break, bicycles will be picked up and subject to auction in September.

Booking Bands

Information on the procedure for booking bands may be obtained from the SA (ext. 13280) or from the Office of the Dean of Student Activities, ext. 13300.

Contracts

Any student organization, especially those that receive any portion of their funding from BSA allocated monies, may not sign contracts on behalf of the organization. All contracts should be submitted to the Dean of Student Activities for review and signature. The College of William and Mary will not assume any liability resulting from a contract signed by an unauthorized person. If there are any questions, they must be asked before signing.

Distribution of Literature on Campus

The distribution of any literature on campus must be conducted only by an officially recognized College organiza-

tion. Any non-College organization or individual wishing to distribute literature on campus must be approved by the Dean of Student Activities. In addition, some non-College distributors must be sponsored by an officially recognized College organization.

(See also "Statement of Rights and Responsibilities," III. E.)

Motor Vehicles

Out-of-town students must have Virginia plates if they either live off campus or work part-time or full-time off campus. (Out-of-state students living and working on campus do not have to register their cars in Virginia.) An out-of-state student not employed in Virginia may drive on a home state's license for a period of six months; if either a full or part-time job is held, an out-of-state license will be valid for a period of only 60 days. A state car tag (\$25-\$30) and a Virginia Driver's License (\$7.20-\$16.80) may be obtained at the Division of Motor Vehicles, 952 Capitol Landing Road. Further information may be obtained by calling 253-4811.

By ordinance, Williamsburg requires operators of automobiles and motorbikes in the city to have a "city tag." This does not apply to Virginia residents who have a valid tag from their home city or county. City tags, costing \$10 per year, may be obtained at the Office of Finance, located in the Municipal Building at 401 Lafayette Street, 220-6180. City regulations apply to all automobiles (regardless of the owners) parked on Jamestown or Richmond Roads.

Recognition of New Organizations

In order to use campus facilities, an organization or group must be officially recognized by the College. To obtain this status, students representing new organizations should see the Dean of

Monday

12

Tuesday

13

Wednesday

14

Thursday

15

Friday

16

University of Richmond - Away Football Game

Saturday

17

Sunday

18

Student Activities, who will provide instructions to be followed from that point. (For general requirements, see "Statement of Rights and Responsibilities," I.C.)

Registering Parties

Any party at which alcoholic beverages will be served must be registered with and approved by the Dean of Student Activities.

Solicitation and Fund-Raising

Organizations and individuals who wish to sponsor a fund-raising project anywhere on campus must see the Dean of Student Activities prior to the event. The Dean is empowered to grant or deny approval of such events. If approval is granted, the procedure for obtaining use of campus facilities is the same as that outlined in the section entitled "Scheduling Rooms."

Individuals or organizations who wish to solicit for charities, sell magazines, or engage in any activity which might loosely be termed solicitation must have their request approved by the Dean of Student Activities.

Student Activities Fee

Full-time students at the College pay both tuition and general fees. A portion of the general fee is controlled and appropriated to campus organizations by the Board of Student Affairs' Finance Committee. Activity fees subsidize the student government associations, student publications, community service programs, intramurals and cultural activities at the College.

Vehicle Rental

College vehicles may be used for official College business, academically related or departmentally sponsored programs only. Travel with a College bus is limited to a 200-mile radius of the City of Williamsburg. In addition to the cost of the driver on a per-hour basis, there is a per-mile charge for a rental. Organizations or groups wishing to rent a vehicle must first secure the approval of the Dean of Student Activities. Due to the shortage of vehicles, requests should be submitted as far in advance as possible.



Monday

19

Residence Halls Close (noon)

Tuesday

20

Thanksgiving Break (21-26) (1 p.m. Wednesday - 8 a.m. Monday)

Wednesday

21

Thanksgiving Day

Thursday

22

Friday

23

Hampden-Sydney - Home Basketball Game

Saturday

24

All Residence Halls Open (noon)

Sunday

25

SERVICES

Buses

The William and Mary Campus bus system provides transportation for William and Mary students to all areas of the campus. There are several routes, each with its own schedule. Bus schedules are available at the beginning of the fall term at many campus locations. The buses run approximately every half hour from 7 a.m. to midnight, Sunday to Thursday, and 7 a.m. to 2 a.m., Friday and Saturday.

Dining Services

MARRIOTT offers a full-service catering department at William and Mary, plus two spacious dining halls at opposite ends of campus. While the Commons Dining Hall and the Market Place share in their "cafeteria style" service, each is unique in their dining concepts. Additionally, Marriott offers an EXPRESS take-out service at the Dodge Room in Phi Beta Kappa Hall. Cash customers and students on the board plan may use either of these facilities.

Dining Options

Board plans for 19, 15, 10, or 6 meals per week are available for fall and spring semester. Students may supplement their meal plans by depositing money (in increments of \$50) into a Meal Plan Plus account. Meal Plan Plus allows students the opportunity to make food and beverage purchases in-between meal periods. For more information, students may call (804) 221-1221 (Student Accounts), or 221-2118 (Marriott Marketing).

Catering

Marriott Catering offers quality food and service for on-campus and off-campus functions. The Catering Sales Coordinator may be contacted at (804) 221-

2114 for assistance in planning special occasions, including buffets, served meals, receptions, picnics, birthday parties and dorm dinners.

The Commons Dining Hall

The Commons Dining hall is located on the west end of Campus, near most residence halls and athletic facilities. The Commons dining program features an extensive selection of foods which are served on an unlimited "all you can eat" basis. Four cafeteria lines offer multiple entrees, vegetables and desserts. The Commons also boasts a 50+ item salad bar and a **WILD PIZZA** dinner line three nights a week.

The Market Place

The Market Place is located in the Campus Center and is conveniently located to the College Bookstore, Marshall-Wythe Law School and historical Colonial Williamsburg. The Market Place is a "a la carte" food court offering a wide selection of contemporary dining formats including a hot food line, deli, pizza and hot deli line, fried chicken and burgers, salad bar, specialty desserts and beverages. Primarily a cash operation, a cash equivalency program is available during meal periods to accommodate students on a board plan.

Express!

EXPRESS! at the outside service window at PBK (back of Dodge Room) serves Lunch, Monday-Friday/11:00 a.m.-1:30 p.m. EXPRESS! offers specialty soups, salads, and sandwiches and a variety of snacks and beverages. This facility accepts meal cards and also offers the Cash Equivalency Program.

Surprise Someone!

Marriott's "Surprise Someone" gift packages are a wonderful way of saying "Have a nice day" or "I'm thinking of

November
December

Monday

26

Tuesday

27

Wednesday

28

Army - Home Basketball Game

Thursday

29

Truman Scholarship Application Deadline

Friday

30

Virginia Tech - Away Basketball Game
Green and Gold Christmas

Saturday

1

Sunday

2

you” to your favorite William and Mary student. Personalized birthday cakes, giant subs, Wild Pizza party kits and fresh-baked Otis Spunkmeyer cookies make a perfect gift for a hungry friend. Brochures and order blanks are available at any food-service office.

Employment in Food Service

Student employment is available at the Market Place, the Commons and the Catering Department. Marriott offers competitive wages, flexible hours and opportunity for advancement. Scholarships for good service workers are also available through the Order of the White Jacket, a campus fraternal organization. Applications may be obtained from the Personnel Office located on the first floor of the Commons Dining Hall.

Differently-Abled Student Services

Services for the differently abled are to be found at the Office of the Dean of Students. It is a special mission of this office to provide assistance to students with disabilities in order to guarantee equal access to the College’s programs and activities and to ensure that they enjoy the same rights and responsibilities as all other students. Services and equipment provided will depend upon each student’s specific needs.

Whether enrolled full-time or part-time, any student with a documented disability is eligible for services. The decision to use Disabled Student Services is voluntary, a matter of individual choice. However, it is each student’s responsibility to inform the Office of the Dean of Students (James Blair 211, 221-2510) upon notification of admission to the College.

Escort Service

Escort Service, operated by Alpha Phi Omega, provides an escort home for students studying alone at night. Located in Landrum Basement, the service is available from Sunday through Thurs-

day, 7 p.m. to 12:30 a.m. For assistance, students are encouraged to call extension 13293 at any time.

Identification Cards

College ID’s are absolutely essential for almost every activity and service at the College and especially for any financial transactions. An identification card is prepared for each entering student through the Registrar’s Office. Any lost ID must be reported immediately to the Registrar’s Office; a replacement will be ordered.

Identification cards are nontransferable: a student cannot lend an ID to anyone else. An ID used by any student other than its owner will be taken away from that person, and an appropriate penalty will be levied against the owner and/or the person who has possession of the ID card. Upon withdrawal from the College, an undergraduate student must turn in the ID to the Office of the Dean of Students.

Insurance

Students are strongly urged to carry insurance on personal belongings. They are not covered by the College’s insurance. Parents may be able to attach a rider to their homeowner’s policy, or a special policy for individuals living in residence halls or renting apartments may be obtained.

Carrying health and accident insurance is also advisable. The College of William and Mary sponsors a Student Health Insurance Plan that supplements coverage of costs incurred outside of the Student Health Center. The details of this plan are described in a separate brochure which is available at the Student Health Center. It is strongly recommended that every student, married or single, be covered either by a family policy for expenses beyond those of the Student Health Center or by the College-sponsored policy available at a nominal fee.

Monday

3

Tuesday

4

Deadline for Mellon Application
O.D.U. - Home Basketball Game

Wednesday

5

End of Classes

Thursday

6

Minority Affairs Christmas Extravaganza (7:00 p.m.-1:00 a.m.)
Reading Period Begins

Friday

7

Reading Period

Saturday

8

Reading Period
Deadline for Faculty to Hand in Resolved Deferred Grades for
Graduating Seniors

Sunday

9

International Students

William and Mary includes among its student body over 250 students from other nations. Special orientation programs for international students are sponsored the Reves Center for International Studies and the graduate Arts and Sciences division. In addition, the Student Advisor, Ms. Carolyn B. Carson, provides counsel and foreign immigration services to international students. An informational brochure, "Handbook for International Students," is available from the Reves Center for International Studies.

Loan Funds

Emergency loans are available to students through the Office of Student Financial Aid, James Blair Hall, Room 208. The Emergency Loan Program allows students to borrow up to \$100 for a period of 30 days without interest.

This temporary loan is available once a semester to students who, because of extenuating circumstances, cannot secure needed financing from family or friends. It should not be considered merely a loan of convenience. Exceptions to these guidelines may be approved by the Director or Associate Director of Student Financial Aid.

Mail Service

The College Post Office is located in the basement of Old Dominion Hall. Each student living in the residence halls is assigned an individual box to use as long as he/she resides in College housing. There is no general delivery service, and there is no charge to on-campus students for mail service. To ensure proper delivery, mail should be addressed in the following manner:

Student Name
College Station Box XXXX
Williamsburg, VA 23186

Please no dorm or room numbers for U.S. Post Office Mail.

Campus post-office keys are issued by

the College Post Office and must be returned to the Campus Post Office upon departure from College Housing, or a fee will be charged for lock replacement. Off-campus students must have their mail addressed either to their off-campus address or to a post-office box at the Williamsburg Post Office.

At this time the College Post Office does not sell stamps or handle outgoing mail for students. In addition, many types of mail (i.e., C.O.D., certified mail, etc.) are not handled by the campus station. All of these services are available at the Williamsburg Post Office. The Campus Post Office will inform residents of packages or letters which must be picked up at the Williamsburg Post Office.

Notary Services

Free notary services are available in the Office of the Vice President for Student Affairs, James Blair 203B, extension 11235 or 11236.

Off-Campus Housing

The off-campus student housing office is in James Blair Hall, Room 211, ext. 12510. A file of apartment listings and rooms available in the Williamsburg community is maintained. This referral service is designed to assist students searching for off-campus housing.

The College also maintains an off-campus student house at 216 Jamestown Road. This fully equipped residence provides a haven for off-campus students.

Parking Services.

(Please see p. 14.)

Pianos

Pianos for student use are located in many residence halls. There are also pianos in the Music Department, with first priority for use given to students enrolled for piano lessons at the College. Some local churches will allow students to use their pianos and organs for practice.

Exams Tuition and Fees Due in Treasurer's Office for Spring 1991 Semester	<i>Monday</i> 10
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Exams Hanukkah (at sundown)	<i>Tuesday</i> 11
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Exams Hanukkah	<i>Wednesday</i> 12
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Exams	<i>Thursday</i> 13
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Exams	<i>Friday</i> 14
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Yule Log Ceremony Graduating Senior Reception Reading Period	<i>Saturday</i> 15
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Reading Period	<i>Sunday</i> 16
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Printing and Copying Materials

The College Print Shop, located in the basement of Trinkle Hall, provides a variety of print services to the College. Students and student organizations requiring print services must secure a form from the Print Shop, to be signed by the Dean of Student Activities. All services must be paid for in advance. Copy machines are located in the Bookstore, Law Library and Swem Library. In addition, Duplicating Services, located on the ground floor of Swem Library, provides high-quality copying services to the College community.

Scheduling Rooms

Any officially recognized campus organization may use College facilities for meetings, organizational events, and social functions. In order to obtain the use of any facility, an organizational representative must contact the Office of the Dean of Student Activities. Newly formed campus organizations may also use campus facilities for the purpose of an organizational meeting; such a request should be made to the Dean. Non-College organizations wishing to use campus facilities for any purpose must submit a written request to the Dean.

Normally, the use of College rooms is without charge, except in those cases when specific technical services (i.e. wiring or sound, lighting, etc.) are required and must be provided by the Maintenance Department. The Dean will assist with determining what services may be necessary for particular purposes. The Campus Center rents the Campus Center Theatre, the Ballroom, and Trinkle Hall to College organizations sponsoring dances. Any organization interested in using William and Mary Hall should contact the Dean for details. Once the rooms have been scheduled at the scheduling office, students must report to the main office to make arrangements for set-up and security.

Student Legal Services.

Student Legal Services, Campus Center 155, ext. 4863, offers legal assistance to William and Mary students, faculty, and staff. Services are provided free of charge by law-student volunteers. Interns will advise and counsel students concerning legal matters within the community (landlord-tenant, contracts, insurance, etc.) as well as answer any questions about the law or the legal profession. Student Legal Services also provides general information concerning student rights and legal matters relevant to student groups and organizations.

The Student Rights branch of Student Legal Services specializes in problems between students and the College. These include disciplinary hearings, Honor Code violations, and grade appeals.

Student Legal Services may not become involved in criminal actions; however, students in need of such representation may be referred to local attorneys.

Student Legal Services is open Monday-Friday, 11 a.m.-5 p.m.

Telecommunications Services

Telecommunications services at the College are provided through a College-owned system which includes student room telephones with on-campus and local Williamsburg calling capabilities. Long distance calling is available through the use of an authorization code which may be obtained from the Telecommunications Services office in the basement of Blow Memorial Hall.

Incoming calls from off-campus may be placed directly to student rooms by dialing 22 and the appropriate extension number. Calls between student rooms are dialed using only the five digit extension number. The same is true for calls from student rooms to faculty/staff offices.

As part of the telecommunications system, the College has installed a voice messaging system known as VoiceMail. A VoiceMail box will be provided to

Exams

Monday

17

Exams

Tuesday

18

Exams

Wednesday

19

Graduation

Residence Halls Close (noon)

Thursday

20

Christopher Newport College - Home Basketball Game

Friday

21

Saturday

22

Sunday

23



each resident student. Instructions on use of the system will be provided to students at the beginning of the Fall semester. It should be noted that telephone answering machines are not compatible with student room telephones.

Data communications capabilities are also available from student rooms utilizing a data interface unit available for rental from the Telecommunications Services office. When attached to a personal computer, this unit allows data communications from the student room to the College's mainframe computers, the library automated card catalog, other similarly equipped personal computers on campus and to off-campus computers and database services.

Student telephone directories are distributed in late October and contain both local and permanent address information for students and office listings for the faculty and staff. In addition, the information desk is staffed from 8:00 am to 8:00 pm and may be reached by dialing "O" from any College telephone.

Any questions about student telecommunications system use or capabilities should be directed to the Telecommunications staff in Room 166 of Blow Memorial Hall or at extension 11776.

Tickets and Box Offices

Through payment of the athletic and recreational fee, all full-time William and Mary students are entitled to attend all on-campus athletic events sponsored by the College at no additional cost. A college ID serves as each student's admission ticket.

Season football tickets and tickets to the game of the week may be purchased at the box office in William and Mary Hall. Special discount "date" tickets may also be purchased at the box office during the week prior to the game but are not sold on the day of the game.

The box office in William and Mary Hall sells tickets to all events held in the Hall, including basketball games. The box office is open from 9 a.m.-5 p.m., Monday through Friday, and may be reached at extension 13340.

The box office in Phi Beta Kappa Hall handles tickets to William and Mary Theatre performances, beginning two weeks prior to each opening performance. Information on theatre performances is available at extension 12655.

Christmas Eve

Monday

24

Christmas Day

Tuesday

25

Wednesday

26

Thursday

27

University of Connecticut - Away Basketball Game

Friday

28

University of Connecticut - Away Basketball Game

Saturday

29

Sunday

30

FACILITIES

Campus Center

Robert C. Knowlton, Director, 110B, ext. 13431.

The Campus Center, located on Jamestown Road across from the Wren Building, serves as a meeting place for students, faculty and staff, offering a variety of both educational and recreational programs and services.

Newspapers, magazines, cigarettes, candy and tickets to many College functions are sold (excluding athletic events and theatre productions) at the Candy Desk. Checks (maximum \$25) may be cashed at the desk with a valid College ID.

Two lounge areas are located across from the Candy Desk and in the Atrium near Trinkle Hall. A television room, located next to the front lounge, features a color television with cable programming, including MTV and ESPN.

The Market Place offers dining in the Campus Center. It is a cash operation with a cash-equivalency option for meal-plan users, featuring pizza, grilled sandwiches, fried chicken, a full deli, a fruit and salad bar and more. A late-night pizza operation is available at the Market Place and for on-campus delivery.

Meeting space is available to recognized College organizations: six meeting rooms, one lounge room, a small theater, a ballroom, and the multi-purpose Trinkle Hall. The Campus Center Ballroom, Theater, and Trinkle Hall are suited for activities such as dances, movies, speakers and various other social activities (See Services, "Scheduling Rooms").

Various student organizations are located in the Campus Center, including the *Flat Hat*, the *Colonial Echo*, the *William and Mary Review*, A Gallery of Writing, *Jump!*, WCWM, the Student Association, and others.

College Bookstore

John Freeman, Director; Bruce Locke, Associate Director, 106 Jamestown Road, 221-2480.

The College Bookstore is an Auxiliary Service which provides all required text books and school supplies as well as a selection of 6,000 nonrequired books of general interest. Students are encouraged to browse, and a special order service is offered to those who wish to acquire books for their personal libraries. Used text books are available to help reduce the cost of required books and both new and used text books may be sold back to the store through an ongoing buyback program.

In addition to books, the store offers a broad selection of student-oriented merchandise such as imprinted clothing and gifts, greeting cards, posters, recorded music and calculators. Further, the Bookstore is the source for official College class rings and graduation announcements.

The bookstore is open 8 a.m.-4:45 p.m. Monday through Friday and 9 a.m.-4:15 p.m. Saturdays.

Dining Halls

The Commons

The Commons dining hall, managed and operated by Marriott Corporation, is located on the west end of campus, near most residence halls and athletic facilities. Here students on the board plan, guests and other cash customers may eat unlimited portions of food. Four cafeteria lines offer multiple entrees, vegetables, and desserts. A salad bar and a beverage bar are also available.

The Market Place

The Market Place, located in the Campus Center, permits students on the

December
January

New Year's Eve

Monday

31

New Year's Day

Tuesday

1

Wednesday

2

Thursday

3

Friday

4

Saturday

5

Sunday

6

board plan to purchase food with a cash equivalency. Others may purchase a variety of foods at reasonable rates. Pizza, burgers, salad bar, deli-bar, sandwiches, and a hot-food cafeteria line are available at this fast-food restaurant.

Campus Bakery

The campus bakery, supplying bread and pastries for campus food service, is located at the back of the Commons. "Surprise Someone" gifts of birthday cakes, cookies, and 10-foot submarine sandwiches may be picked up here.

Museums and Galleries

Andrews Hall

Andrews Hall houses displays of art work by students and faculty members of the Fine Arts Department of the College. In addition, collections of art from outside the College are regularly exhibited. Exhibitions range from paintings to pottery and are open to students with no admission charge.

Anthropology Department Museum

The Harley Museum, in the basement of Washington Hall, houses a general African anthropological collection. Artifacts from the site of Flowerdew 100, a local archeological project, are displayed on the first floor of Washington Hall. (In the academic year, 1990-91, this Museum will be closed for renovations.)

Botetourt Gallery and Zollinger Museum: Special Collections

The Botetourt Gallery exhibits collections of art unique for their historical value and their relationship to the College. The figurehead of the Gallery is the statue of Lord Botetourt, colonial Governor of Virginia 1768-1770.

The Zollinger Museum houses many College artifacts, such as the mace, the Rector's badge and chain of office, and the boundary stone, in addition to fea-

turing exhibits from the Library's Special Collections holdings or those on loan from other institutions.

Special Collections houses historical portraits and exhibits related to manuscripts of alumni and Virginia family papers, Virginia Rare Books collection, and University Archives collection of records, photographs, publications, and artifacts of the College, students, and faculty. The Tucker-Coleman Room pays tribute to the late St. George Tucker, second law professor at the College, and members of his family. Books from his personal library, as well as interesting items of personal and family memorabilia, are extant.

Classics Library

The Department of Classical Studies' Museum-Library houses two collections of Latin and Greek books, in addition to interesting artifacts.

Muscarelle Museum of Art.

Mark M. Johnson, Director, ext. 12710; Merry V. Higgs, Educator, ext. 12703.

The Muscarelle Museum of Art cares for and displays the art collection of the College. In addition, the Museum provides a program of special exhibitions composed of loan materials representing a wide range of cultures, periods, materials and techniques that change every four to six weeks. These exhibitions often are the subject of special lectures and symposia which are used as a teaching resource by faculty and students in various disciplines, and for enjoyment as well as education by Museum visitors.

The Museum, in cooperation with the Department of Fine Arts, offers a credit program in art museum studies during which advanced students may undertake a museum internship. Student volunteers are sought for the Docent Program where they learn about the Museum's collection and special exhibitions and share this knowledge with visitors.

The Museum is open Monday through Friday from 10:00 a.m. to 4:45

Monday

7

Tuesday

8

Wednesday

9

Black Leadership Conference (through January 12)

Thursday

10

Friday

11

Exhibition at Muscarelle: Gyorgy Kadar:
Survivor of Death, Witness to Life (through March 3)

Saturday

12

New Student Orientation (13-16)
Residence Halls Open (8 a.m.)

Sunday

13

p.m.; Saturday and Sunday from 12:00 to 4:00 p.m.; and closed on national holidays. For a recorded message about current exhibitions and special events, call ext. 12700.

Twentieth Century Gallery

The Twentieth Century Gallery, affiliated with the Virginia Museum of Fine Arts in Richmond, features regional and national contemporary artists and craftpersons. Monthly exhibitions for both display and sale have included paintings, photography, ceramics, jewelry, glass, and fabrics. Located at 219 North Boundary Street, the Gallery is open 11 a.m.-5 p.m. Tuesday through Saturday and 12 noon-5 p.m. Sunday.

Recreational Facilities

24-hour Facility Hotline, 221-3311.

Numerous College recreational facilities are available to students at their convenience. The showcase of the facilities is the new Student Recreation Center located at the corner of Compton and Brooks Streets. It contains a large gymnasium which can be separated into three separate activity areas; six racquetball and two squash courts; a free-weight room and apparatus area; and a 25-yard, 8-lane pool. The main offices for the Recreational Sports Department are

housed in the Recreation Center. Adair Gymnasium also provides recreational space with one large gymnasium and 25-yard, 6-lane pool. This facility also houses the William and Mary Department of Physical Education.

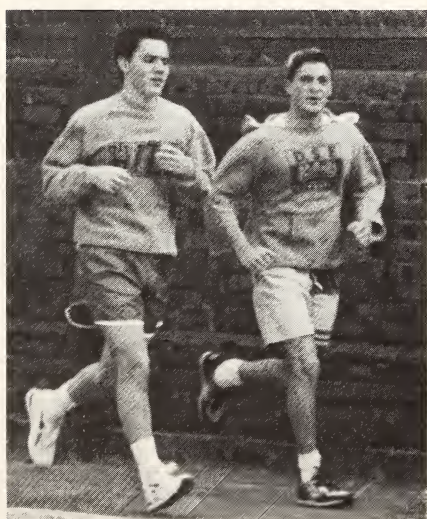
The Home of the College Athletic Department, William and Mary Hall, provides an auxiliary gymnasium, the wrestling room and the main arena floor for recreational use. Other areas are primarily used for athletic functions.

Outdoor recreational areas for student use include six lighted tennis courts adjacent to Adair Gymnasium and eight courts opposite William and Mary Hall; intramural fields on Campus Drive (both the "Frat" and IM field); the intramural fields behind William and Mary Hall; and those located in front of the JBT/Dillard housing complex. Each of these areas is utilized by Recreational Sports, Intercollegiate Athletics and Physical Education for various programs.

Hours of operation are posted on each facility or are available from the Office of Recreational Sports. Use of the areas may be reserved for special sport club or intercollegiate events. Students should check with Recreational Sports or the campus facilities coordinator for details. For access to any facility, a student ID is required.

Lake Matoaka provides another recreational opportunity to all students, offering canoeing and kayaking, with an appropriate ID. For picnicking, those wishing to reserve the Matoaka Shelter should contact the Dean of Student Activities. (Swimming and ice skating are strictly prohibited on the Lake or Crim Dell at any time.)

Many employment opportunities exist through the Office of Recreational Sports. Positions as office managers, ID checkers, facility supervisors, sport supervisors, lifeguards and sports officials are available for over 150 students. Hiring is done during registration and orientation each semester and during the spring break for the summer session. Interested students should write to



New Student Orientation
Registration for Education Graduate Students

Monday

14

New Student Orientation
Registration for Arts and Sciences Graduate Students
Martin Luther King, Jr. Luncheon (12:00 noon)

Tuesday

15

New Student Orientation
Registration of New Students

Wednesday

16

Classes Begin (8 a.m.)

Thursday

17

Exhibitions Reception at Muscarelle: Gyorgy Kadar: Survivor of
Death, Witness to Life and Contemporary Paintings (5:30-7:30
p.m.)

Friday

18

Exhibition at Muscarelle: Contemporary Paintings (through
February 17)

Saturday

19

Sunday

20

the Assistant Director, Recreational Sports, College of William and Mary, Williamsburg, VA 23185 or call (804) 221-3313.

The Earl Gregg Swem Library

Nancy H. Marshall, University Librarian, ext. 13055.

The Library contains over 891,000 catalogued volumes; 782,000 microform pieces; 473,000 government documents; more than one million manuscripts and maps; and approximately 10,000 tapes, recordings, films, filmstrips and slides. The main departments are Acquisitions, Automation, Cataloging, Circulation (includes Reserve), Collection Development, Government Documents, Reference, Serials, and Special Collections. The LION (Libraries ONLINE) online catalog and card catalog serve as the basic indexes to the library's book collections.

As information technology evolves, Swem makes new resources available to its users. The Library offers self-serve access to several computerized indexes through CD-ROM and mediated access to several hundred online databases. During most of the hours the library is open, a Reference Librarian is on duty to help users with these tools and other research needs.

A microcomputer lab contains 31 microcomputers and 8 HP Rugged Writer printers. This facility operates on the same schedule as the library and is not available for scheduling; it is always available as a public access facility usually staffed by a consultant. These machines also have MySTAT and a variety of other software installed on them. Each microcomputer has full access to the College communications network including LION and central computing facilities.

Coin-operated photocopy machines are located on the first, second, and third floors; and a change machine is located on the first floor. The photocopyers may be used for duplicating both personal and library materials. High-quality copying (including mul-

ti-ple copy and transparencies) is available for Duplicating Services on the ground floor. Microfilm and microfiche copiers are also located on the first floor.

The loan period is four weeks for undergraduate students and four months for graduate students. Books may be renewed one time by mail or in person for a like period. Undergraduates writing honors papers or theses may apply for an extended borrowing period. Any item charged out from circulation is subject to recall by another borrower after 12 days. Fines for overdue books are 20 cents per day. Failure to return books or pay fines may result in revocation of Library borrowing privileges and/or withholding of transcripts. In addition, students whose Library accounts are not cleared will not be allowed to register for the following semester or summer session.

Students are required to present a valid student ID in order to borrow books at the Circulation desk and in the Reserve Room. Having consulted with the Library Policy Advisory Committee and the Honor Council, the library employs an electronic security system to ensure materials are properly charged out before patrons leave the building. The use of Swem Library is subject to the principles of the Honor Code.

Eating, drinking, and smoking are prohibited in the Library except for the 24-hour study lounge adjacent to the front door.

Library Hours

Regular Sessions

Monday-Friday	8 a.m. - midnight
Saturday	9 a.m. - 6 p.m.
Sunday	1 p.m. - midnight

Summer Sessions

Monday-Thursday	8 a.m. - 8 p.m.
Friday	8 a.m. - 5 p.m.
Saturday	10 a.m. - 5 p.m.
Sunday	1 p.m. - 8 p.m.

Martin Luther King Day
Duke University - Away Basketball Game

Monday

21

Tuesday

22

Wednesday

23

End of Drop Period (5 p.m.)

Thursday

24

Friday

25

Career Exploration Day

Saturday

26

Sunday

27

Learning Resources Center

Donna Wilson, Manager, Swem 005, ext. 12398.

Located on the ground floor of Swem Library is the Learning Resources Center, part of Instructional Technology Services—a centralized facility serving the whole College.

The facilities include learning carrels for viewing videotapes and slides, and for listening to records.

The Modern Languages listening lab is located in our facilities during the renovation of Washington Hall. All language tapes used in conjunction with language classes are available to use with the language audio cassette players. We also house language lab computers that are used in conjunction with foreign language software programs. See the Modern Languages section for further information and contacts.

The microcomputer lab is equipped with eight IBM-compatible computers, (seven networked to laser printers), and four Macintosh computers networked to a Laserwriter. A large collection of soft-

ware is available for both the IBM and Macintosh systems as well as many programs installed onto the hard drives of each computer.

Operating Hours

Monday-Thursday	8 a.m. - 10 p.m.
Friday	8 a.m. - 5 p.m.
Saturday	1 p.m. - 5 p.m.
Sunday	1 p.m. - 10 p.m.

Music Listening Rooms

Music listening rooms are situated in the Music Library located in 250 Ewell Hall. Students may bring in their own records, or select, for on-site listening, from a collection of 8,000 records and 200 compact disks. The Library's collection is non-circulating, but students may utilize its resources at its listening stations during the following hours:

Monday-Thursday	10 a.m. - 11 p.m.
Friday	10 a.m. - 5 p.m.
Saturday	Closed
Sunday	5 p.m. - 10 p.m.



Watch for in February:

Student Commencement Speaker Competition

January
February

End of Add Period (5 p.m.) Last Day to Exercise Pass/Fail Option	Monday 28
	Tuesday 29
	Wednesday 30
Board of Visitors Meeting Alumni Board of Directors Meeting Application Deadline for the Shared-Experience Internship Program - Spring 1991 First Day to Request Room Change	Thursday 31
Board of Visitors Meeting Alumni Board of Directors Meeting Charter Day Dinner Tercentenary Observances Commission Meeting	Friday 1
Charter Day	Saturday 2
	Sunday 3

ORGANIZATIONS

Academic Groups

Numerous groups on campus are tied to academic departments or related to academic study. For information on these groups, students may contact the Dean of Student Activities, ext. 13300, or watch for flyers around campus. Some of these groups are listed below:

- Advertising Society
- American Chemical Society
- Anthropology Club
- Association for Computing Machinery
- Chemistry Club
- Classical Studies Club
- Clayton-Grimes Biology Club
- Economics Club
- Fine Arts Society
- Geology Club
- Health Careers Club
- Physical Education Majors Club
- Pre-Law Club
- Psychology Club
- Russian Studies Club
- Society of Physics Students
- Student Education Association
- Theatre Students Association

Community Service Organizations

William and Mary offers numerous organizations committed to serving the College community as well as the Williamsburg area. The organizations coordinate and conduct civic programs and events ranging from blood drives for the Red Cross to working with disadvantaged children as "Big Brothers or Sisters" or as tutors.

For more information, students should contact any of the campus organizations at the numbers listed below or call the Office of the Dean of Student Activities at extension 13300:

- Alpha Phi Omega, ext. 13308
- Circle K, ext. 13292

- Escort, ext. 13293
- Help Unlimited, ext. 13294
- Steer Clear, ext. 13293
- Williamsburg Area Tutorial Services (WATS), ext. 13295

Graduate and Professional Student Associations and Organizations

Graduate associations act as liaisons between the students and the faculties and administrators within the various schools. Enrollment in these associations is automatic after enrolling in a graduate or professional school. Graduate and professional organizations offer students numerous opportunities to explore different areas of concern within their respective schools.

Associations

- Graduate Student Association
- Master of Business Administration Association
- School of Education Graduate Student Association
- School of Marine Science Student Association
- Student Bar Association
- History Graduate Student Association
- Physics Graduate Student Association

Organizations:

- Environmental Law Society
- International Law Society
- Law School Christian Fellowship
- Mary and William Women's Law Society
- Moot Court
- National Lawyers Guild
- Post-Conviction Assistance Project
- Supreme Court Historical Society

Watch for in February:

"Films on Art" Series, Muscarelle Museum of Art.

February

Wake Forest - Home Basketball Game

Monday

4

Tuesday

5

Wednesday

6

Thursday

7

Friday

8

Deadline for Exeter and Muenster Exchange Scholarships

Saturday

9

Sunday

10

Honor Council

The Honor Council promotes and administers the College's Honor Code, one of the oldest in America. It attempts to preserve the integrity of the College community by instilling a common sense of honor in the student body. The strength of the honor system is dependent upon the students' acceptance of the ethical tenets expressed in the Code.

The Honor Council consists of six members from each of the upper classes. Elections are held each spring. For information about the Honor Council, anyone may contact the Council in James Blair Hall 207C, extension 4034, or the Director of Academic Support, 211 James Blair Hall, extension 4581.

Honor Societies

Various honor societies at William and Mary serve to promote interest in special fields of learning or to recognize students for their outstanding scholastic achievements or leadership.

Phi Beta Kappa Society, the oldest Greek-letter fraternity in the United States, founded at William and Mary in 1776, elects to membership up to seven percent of the total number in the senior class each year. Selection is based largely on scholarship.

Omicron Delta Kappa is an honorary society comprised of junior and senior students selected on the basis of scholarship, service, character and leadership in various areas of College life.

Mortar Board is an honorary society whose members are elected in their junior year on the basis of service, scholarship and leadership.

Two national honor societies, *Alpha Lambda Delta* and *Phi Eta Sigma*, annually select for membership those freshmen who have attained academic distinction.

William and Mary students also have opportunities to become members in academic honoraries, ordinarily requiring an indication of special interest and ability in an area of scholarship. Interested students should contact the appro-

priate academic department. Some of the academic honoraries available are the following:

- Alpha Kappa Delta (Sociology)
- Beta Gamma Sigma (Business)
- Delta Omicron (Music)
- Delta Phi Alpha (German)
- Kappa Delta Pi (Education)
- Omicron Delta Epsilon (Economics)
- Phi Alpha Delta (Law)
- Phi Alpha Theta (History)
- Phi Delta Kappa (Education)
- Phi Mu Alpha (Music)
- Phi Sigma (Biology)
- Pi Delta Phi (French)
- Pi Sigma Alpha (Government)
- Psi Chi (Psychology)
- Sigma Delta Pi (Spanish)
- Sigma Gamma Epsilon (Geology)
- Society of Collegiate Journalists
- Society of Scabbard and Blade (Military)
- Society of Physics Students
- Wayne F. Gibbs Society (Accounting)

Law School Publications

The *Advocate* is the official newspaper of the Law School. Published in the form of a bi-weekly newspaper, it is written and edited by a volunteer staff and provides news of current events in the legal field as well as the Law School itself.

The *Administrative Law Review* is the quarterly journal of the Administrative Law Section of the American Bar Association. The *Review* is edited by Professor Charles H. Koch, Jr., with the assistance of a student editorial board and staff. *Review* editors receive two credits per semester; staff members receive one credit per semester.

The *Colonial Lawyer* presents articles prepared by Law students on a wide variety of topics such as environmental issues, consumer protection law, and international law.

William and Mary Law Review is a quarterly journal containing professional articles, student notes, case comments, and occasional documentary sup-

Watch for in February:

Second Week: "Music at the Muscarelle" Concert Series.

February

Sexual Health Awareness Week (through February 15)

Monday

11

Lincoln's Birthday

Tuesday

12

Ash Wednesday

Wednesday

13

Valentine's Day

Thursday

14

Friday

15

Saturday

16

Sunday

17

plements. The *Review* is also the medium for reports on special projects conducted by the Law School. It is published by a student editorial board and staff. Academic standing is the primary criterion for selection of members, and promotion to staff is based upon proficiency in legal writing. Normally, one credit is given for each semester a student serves on the staff.

Performing Groups

Several performing groups are active on campus, focusing on dance, water aquatics, stringed instruments and concert bands. All of the groups invite those interested to try out at regularly announced auditions. For more information, students may call the Office of the Dean of Student Activities, ext. 13300.

- Dancetera - Dance group on an intermediate technical level
- Ebony Expressions Gospel Choir—black choral group
- Friends of Appalachian Music (FOAM)—Faculty/student traditional musical group
- Mermettes—Student water aquatics and synchronized swimming team
- Orchesis—College dance company on an advanced or high-intermediate level
- Premiere Theatre—Student theatre group which performs student-written plays
- Sinfonicon - Combined group of Phi Mu Alpha Sinfonia, Delta Omicron, and other parties to perform a yearly operetta
- Sir Christopher Wren Singers
- William and Mary Band—Both marching band and concert band
- William and Mary Choir—Student choral group
- William and Mary College-Community Orchestra—Chamber orchestra and smaller ensembles for advanced players
- William and Mary Theatre—Student/faculty presentation of several plays per year

- Williamsburg Players—Community-based theatrical group

Publications and the Media

Established in 1971, the Publications Council is authorized to provide guidance and financial supervision for undergraduate and graduate student publications. The Council is comprised of four student members, two faculty members, two members of the administration, and a member of the community at large. The Dean of Student Activities, the editors of the student publications, the station manager of WCWM, and the chapter president of the Society of Collegiate Journalists (the national communications collegiate fraternity) are ex-officio, non-voting members.

The Council's primary responsibilities are the establishment of the annual operating budget of the news media and the selection each spring of the editors-in-chief of the publications and the station manager. The Council has the authority to handle problems and settle disputes which may arise as a result of published or aired materials.

Under the supervision of the Council are *A Gallery of Writing*, the *Advocate*, the *Colonial Echo*, the *Colonial Lawyer*, the *Flat Hat*, *Jump!* magazine, the *William and Mary Review*, and WCWM-FM.

Colonial Echo: The College yearbook, published annually by a student staff, gives an illustrated chronicle of the past year. The *Echo* office is located in the Campus Center, Room 9, ext. 13317. The cost of the yearbook is partially covered by the Activities Fee (included in the Tuition and General Fee) paid by each student.

Flat Hat: A weekly newspaper, edited and written by students, reports, analyzes, and provides commentary on campus life. The *Flat Hat* is distributed in the residence halls. Additional copies are available for commuting and graduate students at the Information Desk in the Campus Center and the Off-Campus Student House next door to the College

Washington's Birthday (observed)

Monday

18

Tuesday

19

Wednesday

20

Thursday

21

Washington's Birthday

Deadline for William and Mary Study Abroad Programs (Fall/
Junior Year)

Friday

22

Saturday

23

Sunday

24

Bookstore on Jamestown Road. Copies of the *Flat Hat* are also placed in the Library and the lobby of James Blair Hall. For information, anyone may contact the *Flat Hat* office in the Campus Center, ext. 13281.

William and Mary Review. This literary magazine is published twice each year by a body of student editors. Entries of short stories, poems, photography, graphics, essays and reviews are welcomed from all interested students. The *Review* office is located in the Campus Center, Room 166, ext. 13290.

WCWM (90.7): The College's non-commercial radio station is staffed entirely by student volunteers. Offered is a wide variety of music, programming, and local public service announcements. The studios are located in the Campus Center, Room 41, ext. 13287.

A Gallery of Writing: This is a literary magazine dedicated to publishing the best William and Mary has to offer. The entire staff—fiction, non-fiction, poetry, and art—consists of students who judge works for the biannual magazine on a blind review basis. The Gallery office is located in the Campus Center and can be reached at ext. 13284.

Jump! A magazine that contains reviews, essays, and feature articles of interest to William and Mary students. The *Jump!* office is located in the Campus Center, Room 167, ext. 13286.

Green and Gold: The Freshman class register, published by the Senior Class, contains the names, pictures, and addresses of all new students who wish to be included.

William and Mary News: This publication carries all official memoranda of the College Administration. Published weekly by the College News Office, copies are available at the Campus Center, the Library, the lobby of James Blair Hall, and the Campus Post Office in Old

Dominion Hall. Each issue includes a Calendar of Events and a classified advertising section.

Religious Organizations and Campus Ministries United (CAMU)

Several religious groups and organizations are present on or near the campus which invite the participation of William and Mary students. A list of clergy and organizations available to students follows:

- Balfour-Hillel
- Baptist Student Union, 244 S. Boundary
- Campus Crusade for Christ
- Campus Ministries United (CAMU)
 - Baptist, Rev. William S. Parks
 - Catholic, Father Charles Kelly
 - Christian Science, Lois Hornsby
 - Episcopal, Rev. Donald Harris
 - Jewish, Robert Scholnick
 - Lutheran, Rev. Benton Lutz
 - Presbyterian, Rev. Clay Macaulay
 - United Methodist, Rev. David Hindman
- Canterbury Association, Bruton Parish House
- Catholic Student Association, St. Bede's Church
- Champions for Christ
- Christian Campus Ministries
- Christian Science College Organization
- Fellowship of Christian Athletes
- Interdenominational Newsletter
- Interfaith Council
- Interspersary Christian Fellowship
- Latter-Day Saints Student Association
- Lutheran Student Association, St. Stephen's Church
- Wesley Foundation
- Westminster Fellowship
- Young Life Leadership

February
March

Monday

25

Tuesday

26

Opening Reception at Muscarelle: Rodin Sculptures from the B.
Gerald Cantor Collections (6:00-8:00 p.m.)

Wednesday

27

Exhibition at Muscarelle: Rodin Sculptures from the B. Gerald
Cantor Collections (through April 28)

Thursday

28

Diplomas for May Graduation Ordered

Friday

1

Spring Break Begins (2-10)

Saturday

2

Sunday

3

Reserve Officers Training Corps (ROTC)

The Army Reserve Officers Training Corps (ROTC) provides an opportunity for students to obtain their college degree and earn a commission as an Army officer at the same time. The Army ROTC program develops leadership and management skills and enhances those qualities which contribute to the development of a total person—one who can better cope with the rigors of college life as well as the challenges faced after graduation.

Students enroll in ROTC by registering for Military Science classes, just as they would sign up for any other courses. Further information is available at the Department of Military Science, ext. 13600.

The following organizations are affiliated with ROTC:

- Pershing Rifles
- Queen's Guard
- Ranger Club
- Rifle Club

Social Fraternities and Sororities

Many social sororities and fraternities are chartered and recognized at the College. For information, students should contact the sorority or fraternity directly or the Office of the Dean of Student Activities, extension 13300.

Sororities:

- Alpha Chi Omega
- Alpha Kappa Alpha
- Chi Omega
- Delta Delta Delta
- Delta Gamma
- Delta Sigma Theta
- Gamma Phi Beta
- Kappa Delta
- Kappa Alpha Theta
- Kappa Kappa Gamma
- Phi Mu
- Pi Beta Phi
- Zeta Phi Beta

Fraternities:

- Alpha Phi Alpha
- Delta Phi
- Kappa Alpha
- Kappa Sigma
- Lambda Chi Alpha
- Phi Kappa Tau (Colony)
- Pi Kappa Alpha
- Pi Lambda Phi
- Psi Upsilon
- Sigma Alpha Epsilon
- Sigma Chi
- Sigma Nu
- Sigma Phi Epsilon
- Theta Delta Chi

Special Interest Groups

Organizations on campus appeal to a wide variety of interests, ranging from political and issue-oriented groups to groups with sports or leisure as a focus. Some of these groups are listed below. Information about any organization on campus is available through the Office of the Dean of Student Activities, ext. 13300.

- Alternatives
- Alternatives to Abortion
- Amnesty International
- Bacchus
- Black Student Organization
- Bridge Club
- Campus Conservation Coalition
- Chess Club
- Chinese Student Association
- Choir
- College Republicans
- Collegiate Business Society
- Common Ground
- Direct Marketing
- East Asian Studies Association
- Ebony Expressions
- Environmental Forum
- Facts and Referrals
- Facts on Tap
- Franklin Debate Council
- Friends of Appalachian Music
- Green and Gold Christmas
- Hunger Task Force
- International Circle Club
- W&M Film Society
- International Relations Club

Watch for in March:

Lecture-Luncheon Sponsored by Muscarelle Museum of Art.

March

Monday

4

Tuesday

5

Wednesday

6

Thursday

7

Friday

8

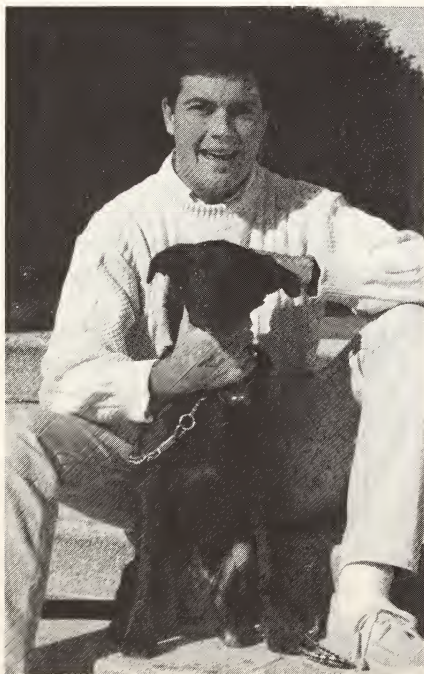
Saturday

9

Sunday

10

- Islamic Cultural Society
- Korean-American Student Association
- Libertarians
- Mermettes
- N.O.W.
- Off-Campus Students
- Operation Smile
- Orchesis
- Orchestra
- Photography Club
- Recycling Organization
- Rock Climbing Club
- SAFER
- Science Fiction Club
- Sinfonicron
- Society for Collegiate Journalists
- South-East Asian Studies
- Student Advancement Association
- Student Alumni Council
- Students for America
- Students of Objectivism
- Students United for the Bay
- Tribal Dancers
- Tribe Cheerleaders
- Vietnamese Student Association
- W&M Astronomical Society
- Young Democrats
- Youth for Democratic Action



Sport Clubs

Open to all interested students, faculty and staff of the College, the Sport Club program offers 22 student-run organizations at various stages of development. Each club heavily depends on student involvement with recruitment, organization, administration and implementation of the specific club policies and procedures. All clubs operate under the policies/procedures contained in the College of William and Mary Sport Club Manual. Inquiries regarding the Sport Club program should be directed to the Sport Club Director at ext. 13312.

- Badminton
- Crew
- Cricket
- Ice Hockey
- Judo
- Lacrosse
- Martial Arts
- Outdoors
- Racquetball
- Men's and Women's Rugby
- Men's and Women's Soccer
- Sailing
- Scuba
- Skiing
- Squash
- Surfing
- Tennis
- Ultimate Frisbee
- Velo
- Men's Volleyball

Watch for in March:

March

ArtWalk: Gallery Tours, Muscarelle Museum of Art.

Spring Breaks Ends (8 a.m.) Preregistration Begins for Fall 1991 Semester Re-Classification for Lottery (11-13 tentative)	<i>Monday</i> 11
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	<i>Tuesday</i> 12
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	<i>Wednesday</i> 13
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	<i>Thursday</i> 14
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Deadline for Nathan P. Jacobs Scholarship to Israel Deadline to File August Graduation for Those Who Plan to Walk Through the May Ceremony	<i>Friday</i> 15
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	<i>Saturday</i> 16
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St. Patrick's Day	<i>Sunday</i> 17
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Student Association (SA)

Student government at William and Mary is officially vested in the Student Association. The SA Executive Council researches and seeks to implement changes in academic and general educational policy while the Student Association Council (SAC) of the SA offers services to improve undergraduate life. The executive branch consists of officers and administrative assistants of the Executive Council; the legislative branch, the Student Association Council; the judicial branch, and the Honor Council. While there are clear divisions between the various branches of the SA, efforts in the realm of student government are cooperative. The executive branch works closely with the SAC in establishing goals and priorities for the Student Association.

The Student Association Council (SAC) is comprised of representatives from the various residence hall areas and the commuting students. As the legislative branch of the SA, its specific responsibilities include control over social events, cultural affairs, and the other general services which the SA offers, such as the Bookfair and refrigerator rental program. Basic research and formulation of proposals are done by the various permanent and ad-hoc committees, which work under the vice-presidents and administrative assistants. Legislation is then presented to the entire body for discussion at its weekly meetings, conducted by its chairperson. The Appeals Board of the SAC supervises appeals involving (a) assessment of room damage charges and (b) violations of the Residence Hall Contract by either the College administration or the student. The SAC also works to improve the quality of residence halls through the disbursement of monies from the Room Damage Deposit interest fund.

The Student Association maintains open communications with the Board of Visitors via the Student Association liaison to the Board, the Board of Student Affairs, the several faculties, and the

administration.

The Student Association seeks actively to supplement the academic atmosphere with intellectual, cultural, and social activities. Among the activities coordinated by the Vice President for Student Services are the Film Series, refrigerator rentals, and the Bookfair. The Vice President for Social and Cultural Events presents informational programs, day trips and dances. The SA also serves as an informational clearinghouse for students.

Though the number of officers and SAC representatives is limited, the real members of the Student Association are ALL undergraduate students of the College. Any undergraduate student may serve on an SA committee alongside the various representatives. The representatives are simply that—representatives; their effectiveness depends on the interest of William and Mary students. All meetings are open. Students who want to work in the organization—or those who want it to work for them—should call extension 13280 or 13298 or stop by the SA office in the Campus Center any weekday afternoon.

Student Association Executive Council Offices

President (Elected by the undergraduate student body)
SAC Chairperson (Elected by the Student Association Council)

Appointed by the president:

Executive Vice President
Executive Secretary
Treasurer
Vice President for Social Events
Vice President for Cultural Events
Vice President for Student Services
Vice President for Communications

March

Monday

18

Tuesday

19

Wednesday

20

Thursday

21

Friday

22

Saturday

23

Olde Guarde Day
Palm Sunday

Sunday

24

SPECIAL ACADEMIC OPPORTUNITIES

The Charles Center for Honors and Interdisciplinary Studies

Joel Schwartz, Director. Tucker Hall B-2, ext. 12455.

The Charles Center, located in the basement of Tucker Hall, is home for many of the interdisciplinary programs on campus, including Interdisciplinary Concentrations and the Honors courses.

Interdisciplinary Concentrations

There are several established interdisciplinary concentrations, such as Environmental Science and Linguistics. In addition, students may design a concentration to satisfy unique intellectual interests. More information and application materials are available from the Charles Center.

Honors Courses

All interdisciplinary Honors courses (including Honors 201, 202, 203, and 205) are administered by the Charles Center. Students in these courses are provided with a comfortable seminar/study lounge. These courses are open to all qualified sophomores, juniors, and

seniors, as well as to first-year students who have matriculated as James Monroe Scholars. These are all four-credit courses, and they all include reading, writing- and discussion-intensive seminars of no more than fifteen students. All Fall Honors courses carry Area I credit, and all Spring Honors courses carry Area II credit. For more information and application materials, students should contact the Charles Center.

Language House Program

Through the Language House Program, the College offers a coeducational residential program for the study of foreign languages and cultures. With the support of the faculty of the Modern Languages and Literature Department, the Reves Center for International Studies, and the Office of Residence Life, the program includes four distinct residence halls with exposure to French, German, Italian, and Spanish languages and cultures. The students of each house design and organize their own programs and activities. The French, German, Italian, and Spanish Houses, with approximately 23 students per residence, are each staffed by a foreign national Resident Tutor who provides written and oral language assistance.



Monday

25

Tuesday

26

Last Day to Withdraw from a Class

Wednesday

27

Thursday

28

Good Friday
Summer School Bulletins Available

Friday

29

Passover (sundown)
Final Day to be Assured of Textbook Availability

Saturday

30

Easter

Sunday

31

Shared Experience Internship Program

Natalie Mahoney, Coordinator. Office of Career Services.

The Shared Experience Internship Program offers a unique opportunity for students to explore career options and gain work experience during their academic semesters. Shared Experience is a local internship program with a roster of sponsors that includes social service agencies, educational institutions, stock-brokers, government agencies, museums, private businesses, and others. The potential for academic credit is available for a student's learning experience. Students must apply through the Office of Career Services.

The Washington Program

The Washington Program, a series of two-day seminars scheduled throughout the year, is designed to give students the opportunity to broaden their knowledge of the nation's capital—its people, places, and institutions. It seeks to provide participants with exposure to the resources available in Washington in government, education, science and technology, and the fine arts. Announcements regarding specific programs and application forms are available in the Government Department, Morton Hall.

The Wendy and Emery Reves Center for International Studies

James A. Bill, Director; Carolyn B. Carson, Director of International Programs. Reves Center, Jamestown Road, 221-3590.

The Reves Center for International Studies coordinates various area studies programs and supports students and faculty members with international interests. The Reves Center is the primary resource for students interested in study abroad; Rhodes, Marshall, and Fulbright scholarships; and international studies

concentrations. Foreign student advising and immigration services are also provided.

William and Mary students who wish to study abroad for a summer or academic year may elect to participate in a College-sponsored program. Academic-year (full-year and semester) programs are available in Beijing, China; Copenhagen, Denmark (DIS); Exeter, England; Montpellier, France; Muenster, West Germany; St. Andrews, Scotland; and Madrid, Spain. Summer programs are available in Cambridge, England; Montpellier, France; Muenster, West Germany; Florence, Italy, St. Eustatius, Netherlands Antilles, and Lugano, Switzerland. In addition, the Center's Resource Library contains information on other U.S. college-sponsored programs, foreign university catalogs, scholarships, international internships, and travel information. The Reves Center issues the International Student ID Card (ISIC)).

Students may also study at institutions with which William and Mary has no direct affiliation. With prior approval, credit may be transferred to the College from those institutions. Inquiries concerning such programs may be directed to the Director of International Programs.

The Reves Center is open 8 a.m. - 5 p.m., Monday through Friday.

Writing Resources Center

The Writing Resources Center, located in 115A Tucker Hall, is available for students having difficulty with any phase of composition, from reviewing mechanics and improving style to overcoming writer's block. It is staffed by trained tutors who are prepared to guide and teach students rather than edit their papers. Students are accepted by appointment and on a walk-in basis on weekdays and some weekday evenings. To verify the current operating hours of the Center, students may call extension 13925.

Health Awareness Week (through April 5)

Monday

1

Tuesday

2

Wednesday

3

Colonial Relays (4-6)

Thursday

4

Friday

5

Parents' Steering Committee Meeting
Lottery 1991

Saturday

6

Sunday

7

ACTIVITIES

Black Student Leadership Development Conference

A national conference for participants of Black student organizations, unions, Greek sororities and fraternities, other student organizations, and for minority affairs professionals is sponsored annually by the Office of the Associate Vice President for Student Affairs. Topics have included campus support systems, cultural programming, campus political climates, community outreach, historical perspectives, communication skills, and leadership styles. Registration for the January conference is announced during fall semester.

Black Student Leadership Institute

A two-week summer workshop for 50 selected Black student leaders attending predominately white colleges and universities. The institution will develop and enhance black student leadership by preparing them with a range of skills necessary in assuming major leadership positions in their career fields and in the world.

Book Fair

At the beginning of each semester, the Student Association sponsors a Book Fair in the Campus Center. Students can buy and sell used books at discount prices. In addition, at the end of the final day, the S.A. sells remaining books at a drastically reduced rate.

Busch Gardens

An amusement center called The Old Country is Busch Gardens' Virginia home. Presenting a panoramic view of England, France, Germany, and Italy, the theme park has seven authentic European-style hamlets, each with exotic foods, imported wares, and entertain-

ment, including the world's largest roller coaster, the "Loch Ness Monster." The Old Country is located on Route 60 East, adjacent to the Anheuser-Busch Brewery, five miles east of Williamsburg. Information regarding hours of operation and special events may be obtained by calling 220-2896.

Campus Movies

The Student Association Film Series presents each week of the regular session a top-rated current film.

Admission is by season pass only, which can be purchased for a nominal fee at registration and validation, the S.A. office, or on any film night. All William and Mary students, staff, and faculty members with a current ID may purchase tickets.

Charter Day Convocation

Each February the Charter Day Convocation commemorates the granting of the Royal Charter to the College in 1693. This convocation features a major address by an individual with a significant relationship with the College and the awarding of several honorary degrees. The prestigious Jefferson Awards are also presented at this convocation.

Colonial Williamsburg

Colonial Williamsburg offers a wide variety of tourist attractions, including exhibition buildings, lectures, concerts, and slide shows. Students, by presenting their current ID cards, are admitted at no cost to the exhibition buildings, craft shops, Carter's Grove, evening lectures and films at the Information Center, and the bus system. The taverns in C.W. feature meals in Colonial Virginia style and are within walking distance of the College.

Information about C.W. may be obtained by calling the Information Center at 229-1000.

April

Monday

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Tuesday

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Wednesday

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Thursday

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Friday

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Saturday

13

Sunday

14

Concerts

William and Mary hosts a number of concerts per year, ranging from rock to folk to whatever else is happening. Tickets for Hall events may be purchased at the box office.

Still other concerts are regularly presented at Scope (Norfolk), Hampton Roads Coliseum (Hampton), and the Mosque (Richmond). In addition, some of the best concerts on the East Coast are held in Washington, D.C., a convenient three-hour drive from Williamsburg.

Craftshow

The Campus Center sponsors a Christmas Craftshow each year. The show normally coincides with the Williamsburg Christmas Parade, which is held the first Saturday of December. Approximately fifty people from both the local and college communities participate in the Craftshow. The show is held from 10:00 a.m. to 4:00 p.m. in the Campus Center Ballroom.

Films

Several campus organizations and departments sponsor films on a regular basis for the College community.

The Williamsburg Theatre, located on the Duke of Gloucester Street, shows special interest films in the evenings and a series of afternoon films about the crafts of Williamsburg. The Martin Cinema, located in the Monticello Shopping Center, is a double theatre which always features two current films.

In addition to local theatres, there are many others in Newport News, Hampton, Richmond, Norfolk, and surrounding areas.

Green and Gold Christmas

Green and Gold Christmas is a student-sponsored Christmas party for the underprivileged children of the Williamsburg, York County, and James City County area. Students are asked to serve on committees to plan the event and also to sponsor a child for the day.

The day features arts and crafts, games, music, skits, refreshments, and a special visit from Santa Claus. One finds the magic of Christmas in the children, and the children experience Christmas as they never would have without the students. Interested students should call the Dean of Student Activities at extension 13300.

Homecoming

Probably the largest weekend of the year for activities and events, Homecoming signals the return of many alumni and friends to the William and Mary campus. A major attraction to the festivities is the Homecoming Parade where campus groups, including fraternities and sororities, vie for prizes and awards in float competition. The highlight of the day is the football game with the crowning of the Homecoming Queen by the president of the College. Following the game, residence halls along with fraternity and sorority houses are open for receptions in honor of returning alumni. The weekend also features a concert in William and Mary Hall.

Intercollegiate Athletics

The intercollegiate department of athletics administers 13 men's and 12 women's intercollegiate sports, all of which compete in NCAA Division I. The department is housed in William and Mary Hall, ext. 13400. Among the many successful teams which answer to the nickname Tribe or Indians are football, men's and women's soccer, women's lacrosse, women's tennis, and women's gymnastics, all of which have competed in their sport's respective NCAA tournament in the past four years. Other intercollegiate sports include basketball, cross country, golf, swimming and diving, track and field for men and women, men's gymnastics, men's tennis, women's field hockey, women's volleyball, baseball, wrestling, and men's fencing. Any other team on campus falls under the direction of Recreational Sports, ext. 13310. Students are admitted to all on-campus intercollegi-

April

Monday

15

Tuesday

16

Wednesday

17

Thursday

18

Friday

19

Saturday

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Sunday

21

ate athletic contests in which William and Mary competes free of charge with a valid ID card. An exception is on-campus NCAA tournament games, for which a student-priced ticket will be required for admission, as legislated by the NCAA.

Ticket information for parents and friends can be obtained by calling the William and Mary Box Office at ext. 13340. Up-to-date schedules for Tribe intercollegiate sports can be obtained by calling the Sports Information Office at ext. 13344 or 221-3400.

Parents Weekend

Parents Weekend is scheduled each fall as a time for parents to become better acquainted with student life at William and Mary. Sponsored by the Association of Parents (to which students' parents automatically belong), the weekend is ordinarily held in early October. On the Friday of Parents Weekend, classes are open for parental visits; and there is a traditional workshop for the parents of new students on Friday afternoon. Activities scheduled throughout the weekend are designed to permit parents to meet faculty members and administrators and to become better informed about College life. The weekend normally concludes with a prominent speaker or performance on Saturday evening. The Vice President for Student Affairs coordinates Parents Weekend and serves as administrative liaison to the Parents Association.

Recreational Sports

The Office of Recreational Sports is located on the second level of the new Student Recreation Center. The program provides the widest variety of leisure pursuits to all students through intramural, sport club, informal recreation, fitness/wellness and outdoor programs. Facilities include the Recreation Center, Adair Gymnasium, William and Mary Hall, Lake Matoaka, and various other outdoor facilities. Equipment may be checked out with a student ID card. Facilities are open seven days per

week during the academic year and often during the break periods. Facility schedules are available at any recreational facility or the Campus Center.

Intramurals are separated into co-rec, men's, and women's divisions for most activities. Play is held for each of over 30 sports/activities during the year. Informal or open recreation, generally considered "free-play," is offered in aerobics, swimming, racquetball and squash, basketball, weightlifting, canoeing and kayaking, and other sports.

The Sport Club program consists of 23 clubs, each self-governing and self-supporting and dictated simply by participants' interest in the activity. Clubs include badminton, crew, cricket, cycling, ice hockey, judo, men's lacrosse, martial arts, racquetball, rifle, men's and women's rugby, running, sailing, scuba, men's and women's soccer, squash, surfing, tennis, and ultimate frisbee.

For information on any activity, program or service offered by Recreational Sports, the office may be contacted at 221-3312.

Sidewalk Art Show; Occasion for the Arts

The Sidewalk Art Show and the Occasion for the Arts are outdoor arts and crafts displays held every year in Merchants Square on the Duke of Gloucester Street. The Occasion, held in the fall, is sponsored by An Occasion for the Arts, Inc.; the Sidewalk Art Show is held in April under the auspices of the Junior Woman's Club.

Yule Log Ceremony

The annual Yule Log Ceremony, sponsored jointly by Omicron Delta Kappa and Mortar Board, is held at the Wren Building just prior to the beginning of the Christmas Break. The ceremony includes lighting a tree on the rear portico, singing Christmas carols, reading from the Scripture, lighting the menorah, presenting a brief history of the Yule Log Ceremony, and bringing in the Yule Log. The ceremony concludes with hot cider and cookies being served.

April

Monday

22

Tuesday

23

Endowment Association Reception and Dinner

Wednesday

24

Endowment Association Dinner
Board of Visitors Dinner and Annual Meeting

Thursday

25

End of Classes
Board of Visitors Meeting
Campaign Steering Committee Meeting

Friday

26

Annual Black Student Senior Reception (2:00 p.m.-7:00 p.m.)

Saturday

27

Sunday

28

LOCAL SHOPPING AND SERVICES

Shopping Centers

Colony Square Shopping Center - Richmond Road
James-York Plaza Shopping Center - Merrimac Trail
Kingsgate Center - By-Pass Road
Marketplace Shopping Center - McLaws Circle
Merchants Square - Duke of Gloucester Street
Monticello Shopping Center - Monticello Avenue
Outlet Limited Mall - Richmond Road
Village Shops at Kingsmill - Route 60 East
Williamsburg Outlet Shops - Route 60 West
Williamsburg Pottery Outlet - Route 60 West
Williamsburg Shopping Center - Richmond Road
Wythe Green Shopping Center - Richmond Road

Automobile Renting and Leasing

American International Rent A Car
Williamsburg-Jamestown
Airport 220-3345
Avis Rent A Car
1187 Jamestown Road 229-3638
Patrick Henry Airport 877-0291
Colonial Rent-A-Car Inc.
1229 Richmond Road 220-3399
Williamsburg-Jamestown
Airport 220-9264
El-Cheapo Car Rental
3279 Lake Powell Road 229-4504
Hertz Rent A Car
Patrick Henry Airport 877-9229
Holiday Oldsmobile Cadillac GMC
438 Merrimac Trail 253-1960
Little Cheeper Car Rentals
722 Merrimac Trail 253-0123
National Car Rental
Williamsburg Hilton 220-3856
Patrick Henry Airport 877-6486
Patriot Chevrolet Buick Corp.
212 Second Street 220-1700
Payless Car Rental
5014-A Williamsburg Road 222-5965
Pittman Chrysler-Plymouth-Dodge
1440 Richmond Road 229-1050
Williamsburg Ford Lincoln Mercury
217 Second Street 229-2411

Toll Free Numbers:

Agency Rent-A-Car	800-321-1972
Avis Rent A Car	800-331-1212
Hertz Rent A Car	800-654-3131
National Car Rental	800-328-4567

Banks

Ameribanc Savings Bank	
119 Lafayette St	220-2400
Bay Savings Bank	
James-York Plaza	229-6192
Central Fidelity Bank	
1006 Richmond Road	874-9103
Citizen's and Farmer's Bank	
Corner Rt. 60 and Rt. 607	564-8114
Crestar Bank	
120 Monticello Avenue	253-9269
James-York Plaza	253-9275
Prince George & N. Henry	253-9284
Garrison Dr. & N. Mt. Vernon	253-9286
1186 Jamestown Road	253-9254
Route 60 W. & Center- ville Rd.	253-9278
496 McLaws Circle	253-9295
401 Duke of Gloucester Street	253-9205
Dominion Bank	
817 Merrimac Trail	220-1220
First & Merchants National Bank	
1801 Richmond Road	220-1500

April
May

Deadline for Faculty to Hand in Resolved
Deferred Grades for Graduating Seniors

Monday
29

Spring Honors Luncheon
Reading Period Begins

Tuesday
30

Reading Period
Registration Applications Accepted for Summer 1991

Wednesday
1

Reading Period Ends
Deadline for Faculty to Hand in Grades and Reports for
Department Honors

Thursday
2

Exams
IEAHC Annual Meeting

Friday
3

Reading Period

Saturday
4

Reading Period

Sunday
5

First Virginia Bank Commonwealth	
300 Second Street	229-4191
171 Monticelle Avenue	220-2611
Jefferson National Bank	
306 South Henry Street	229-7700
100 McLaws Circle	229-7708
255 Richmond Road	229-7700
Williamsburg Shopping Center	229-7700
Newport News Savings & Loan	
1312 Jamestown Road	229-5400
Sovran Bank	
1310 Jamestown Road	220-1607
1801 Richmond Road	220-1500
263 McLaws Circle	220-7836
5700 Williamsburg Landing Dr.	220-7835

Bicycle Sales and Service

Bikes Unlimited	
759 Scotland Street	229-4620
Bikesmith of Williamsburg	
515 York Street	229-9858

Cleaners

Berkeley Cleaners of Williamsburg	
1208 Jamestown Road	229-7755
James-York Plaza	229-7440
Bon-Care Custom Cleaning	229-8558
Boulevard Cleaners	
240 McLaws Circle	229-1813
1012 Richmond Road	220-2116
4440 John Tyler Highway	220-2039
Han's Cleaners	
6967 Richmond Road	564-8759
Ladda's Tailor Shop & Tuxedo Rentals	
Monticello Shopping Center	229-2224
Master Cleaners of Williamsburg	
1317 Richmond Road	229-6556
638 Merrimac Trail	229-1414
Old Towne Shopping Center	229-3424
Maytag Homestyle Laundry	
Farm Fresh Shopping Center	229-9274
Town and Country Cleaners	
459 Merrimac Trail	229-4990

Community Resources

Al-Anon Family Group	220-4303
Alcoholics Anonymous	220-4303
Chamber of Commerce	
201 Penniman Road	229-6511
Colonial Community Mental Health Ctr.	
1657 Merrimac Trail	220-3200
Colonial Williamsburg Information Center	229-1000
Division of Motor Vehicles	
952 Capitol Landing Rd.	253-4811
Social Service Bureau	
310 N. Boundary Street	229-3626
United States Postal Service	
110 S. Henry Street	229-4668
Virginia Employment Commission	
1301 N. Mount Vernon Avenue	253-4820
Williamsburg Hotel/Motel Assoc.	220-3330
Virginia	800-582-8977
Other States	800-446-9244
Williamsburg Regional Library	
515 Scotland Street	229-7326

Computers and Software

Alpha Systems Inc.	
161-A John Jefferson Rd.	253-2440
Computer Business Systems Inc.	
106 Westover Avenue	253-2770
Hertzler Bros. Inc.	
7191 Merrimac Trail	220-9362
Precision Software Corp.	
263 McLaws Circle	229-4433
Radio Shack	
Williamsburg Crossing Shopping Center	229-4157
Sound Data Systems	
108 Tewning Road	220-3237

Exams

Monday

6

Exams

Tuesday

7

Exams

Wednesday

8

Exams

Thursday

9

Exams

Friday

10

Reading Period

Saturday

11

Reading Period
Mother's Day

Sunday

12

Copying and Duplicating Service

Duplicating Services	
Swem Library	253-4678
Big Red Q Quickprint Center	
1457 Richmond Road	229-2323
DATAMAT-Print Shack	
1315 Jamestown Road	229-6230
Kinko's Copies Inc.	
513 Prince George Street	253-5676
Kwik-Kopy	
948 Capitol Landing Road	220-3299
Sir Speedy Printing	
Marketplace Shopping Center	220-1191
Williamsburg Press Inc.	
110 Bacon Avenue	229-3511
World Wide Graphics	
1264 Richmond Road	220-2491

Florists

Balloons-In-Store	
1318 Jamestown Road	229-8662
Balloons Over Williamsburg	
Kingsmill Village Shops	229-7255
Charisma	
Kingsmill Village Shops	229-2533
Farm Fresh House of Flowers	
455 Merrimac Trail	253-0063
Flower Cupboard	
205 N. Boundary St.	220-0057
Garden Gallery Florist	
101 Colony Square Shopping Center	220-1242
Instead of Flowers	
17 Settlers Lane	565-0929
Claude Jones Jr. Florist	
3280 Ironbound Road	229-5589
My Sister's Place Ltd.	
1014 Richmond Road	220-3333
Safeway Stores Inc.	
Richmond Rd. & Monticello Ave.	253-0363
Schmidt Florist Inc.	
1351 D Richmond Road	229-1665
Williamsburg Floral & Gifts	
701-K James-York Plaza	229-9844
Williamsburg Floral at Kingsmill	
240 McLaws Circle	253-8822

Laundries

Colonial Workshops Inc.	
1657 Merrimac Trail	229-4119
Master Cleaners of Williamsburg	
1317 Richmond Road	229-6556

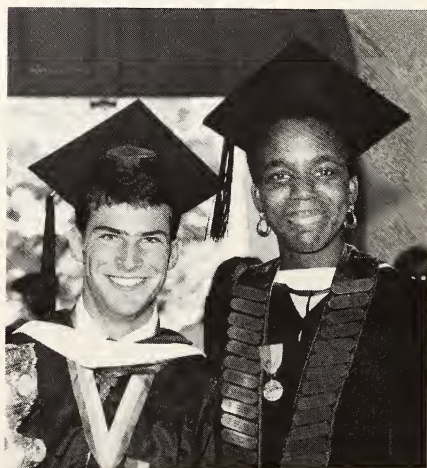
Self-Service:

Berkeley Cleaners of Williamsburg	
James-York Plaza	229-7440
Colony Laundrette	
124 Second Street	229-8305
Colony Square Laundry	
Route 31, Jamestown Rd.	220-3348
Maytag Homestyle Laundry	
Route 143	229-9274
Town and Country Cleaners	
459 Merrimac Trail	229-4996

Newspapers

<i>Daily Press-The Times Herald</i>	229-3783
<i>Richmond Times-Dispatch</i>	877-2334
<i>Virginia Gazette</i>	220-1736
<i>Washington Post</i>	564-9649

The following newspapers are sold at the Campus Center Front Desk: *Daily Press*, *New York Daily News*, *New York Post*, *New York Times*, *USA Today*, *Virginia Gazette*, *Virginian Pilot*, *Wall Street Journal*, and *Washington Post*.



Exams *Monday*

13

Exams *Tuesday*

14

Wednesday

15

Campus P.O. Box Keys Due *Thursday*

16

Senior Class Dance (9 p.m.) *Friday*

17

Armed Forces Day *Saturday*

Baccalaureate Service

William and Mary Hall (9:30 a.m.)

18

Seniors Walk Across Campus, Wren (12:10 p.m.) *Sunday*

Commencement, William and Mary Hall (1:00 p.m.)

50th Reunion Weekend

19

Pharmacies

Berkeley Pharmacy	
1199 Jamestown Road	229-8181
Farm Fresh Pharmacy-Farmco	
455 Merrimac Trail	253-2304
Kings Grove Pharmacy	
1915 Pocohontas Trail	229-3666
Peoples Service Drugstore	
Williamsburg Shopping	
Center	229-0015
Professional Pharmacy of Williamsburg	
1302 Mount Vernon Ave.	229-3560
Revco Discount Drug	
James-York Plaza	229-0131
Rite-Aid	
Monticello Shopping	
Center	229-0950
Treasury Drug	
115 Colony Square	
Shopping Ctr.	220-1335
Williamsburg Apothecary Inc.	
Governor Berkeley Prof. Ctr.	229-1400
Williamsburg Drug Co.	
Duke of Gloucester Street	229-1041

Shoe Repairing

James-York Shoe Repair	
801-B James-York Plaza	229-5154
Williamsburg Shoe Repair	
435 Prince George	229-9175

Storage

Esquire III Self Storage	
3283 Lake Powell Road	220-3283
Jack Rabbit Self Storage	
1629 Merrimac Trail	220-3282
John W. McCabe Co.	
129 Kingsgate Parkway	253-0031
Sentry Self-Storage	
5393 Mooretown Road	565-0980
Tomark Storage	
111 Fenton Mill Road	565-1200
Trevillian Moving and Storage	
109 Colony Square	
Shopping Ctr.	229-9505

Travel Agencies

All About Cruises	
1233 Lafayette Street	253-0900
Carefree Tour and Travel Inc.	
50 Kingsmill Road	874-9255
Colony Travel Agency Ltd.	
424 Duke of Gloucester	
Street	229-8684
Discovery Travel Inc.	
1317 Jamestown Road	220-0402
Sue Mayberry Travel Inc.	
240 McLaws Circle	229-7854
Travel Corner	
1236-6 Richmond Road	220-1920
Travelaire Inc. of Virginia	
801-A Merrimac Trail	229-1642
U-Travel Service	
Village Shops at Kingsmill	253-1212
Wilson Travel	
455 Merrimac Trail	220-3063

Typewriters

Colonial Typewriters	
535 Second Street	229-5818
The Write Place	
206 Armstead Avenue	229-7788

Word Processing Services

Datamat	
1315 Jamestown Road	229-6230
Word Processing Center	
1264 Richmond Road	220-2491

May

Monday

20

Tuesday

21

Wednesday

22

Thursday

23

Friday

24

Saturday

25

Sunday

26

STATEMENT OF RIGHTS AND RESPONSIBILITIES

In 1973, the College community—faculty, students, and administration—recommended to the Board of Visitors and the Board adopted the following *Statement of Rights and Responsibilities*. Amendments were made to the document in 1977 and are included.

Statement of Rights and Responsibilities

The unique nature of the College community suggests that its members be united in a common purpose. Because the work of each member of the institution contributes to the fulfillment of the educational mission of the College, the various constituent groups—students, faculty, and administrators—are dependent upon one another for the ultimate achievement of the College's goals. Accordingly, all should enjoy the same fundamental rights and privileges and be willing to accept the same responsibilities, except in those rare cases where either the rights and privileges or the responsibilities would be in conflict with existing law or with the goals and purposes of the College as an institution of higher education.

Students, faculty, and administrators (hereinafter the "members of the College community") shall enjoy all rights, privileges, and immunities guaranteed to every citizen of the United States and the Commonwealth of Virginia. In addition, the members of the College community shall enjoy all the fundamental rights recognized as essential to fulfillment of the special mission of an institution of higher education. The full enjoyment of these rights, however, cannot be achieved unless certain concurrent responsibilities are accepted. Members of the College community have an obligation, therefore, to fulfill the responsibilities incumbent on all citizens as well as the responsibilities inherent in their particular roles within the academic community.

The institution and those who administer its affairs have a special responsibility to ensure that, in pursuance of its functions, the rights of all members of the College community are preserved. The institution also has a right to expect, and a corresponding responsibility to ensure within the scope of its legitimate functions as an institution of higher education, that individual members of the College community fulfill their responsibilities to others as well as their responsibilities to the institution.

The *Statement of Rights and Responsibilities* is based upon the aforesaid principles and, when adopted, shall become the standard by which all rules, regulations, policies, and procedures of the College, except as otherwise prescribed by local, State, or Federal law, shall be measured. No rule, regulation, policy, or procedure which is incompatible with or which contradicts this document may be enacted; and any such rules, regulations, policies, or procedures which are in effect at the time of the enactment of this document shall be reviewed as soon as reasonably practicable to conform with this document, provided, however, that this *Statement of Rights and Responsibilities* shall not affect the powers of the Board of Visitors as provided by law.

I

The members of the College community, as individuals, shall enjoy all rights, privileges, and immunities guaranteed every citizen of the United States and the Commonwealth of Virginia.

- A. Among the basic rights are freedom of expression and belief, freedom of association and peaceful assembly, and freedom from personal force and violence, threats of violence and personal abuse.
- B. Each member of the College community has a right in his/her dealings with the institution, and with members of the College community in the performance of their official duties, to be free from discriminatory treatment with regard to race, creed, gender, religion, national origin, political belief, or sexual orientation.
- C. Each member of the College community has the right to organize his/her own personal life and behavior insofar as it does not violate local, State, or Federal law, College regulations, or agreements voluntarily entered into, and does not interfere with the rights of others. The following specific rights apply:
 1. Right to associate with any legally established group or to create such groups, professional or other, as

serve legitimate interests.

- a. The membership, policies, and actions of an organization shall be determined by vote of those who hold membership in that organization.
 - b. Affiliation with an extramural organization shall not disqualify an organization from institutional recognition.
 - c. An organization shall be officially recognized after its constitution and bylaws have been approved by the appropriate body as designated by the President, or his delegated representative, and when consistent with the Bylaws of the Board of Visitors. A current list of officers, but not a membership list, may be required as a condition of recognition.
 - d. Officially recognized organizations, including those affiliated with an extramural organization, shall be open to all on a non-discriminatory basis with regard to race, religion, creed, national origin, gender, or political belief, or sexual orientation, provided however that, to the extent permitted by law, membership in social organizations may be restricted to members of the same gender, and membership in organizations whose primary purpose is political or religious may be restricted to those members of the College community who have similar beliefs.
2. Right to hold public meetings, to invite speakers of his/her own choosing to campus, to post notices, and to engage in peaceful, orderly demonstrations within reasonably and impartially applied rules designed by the President or his delegated representative, to reflect the educational purposes of the College, and to protect the safety of members of the College community and others. The College may establish rules, therefore, regulating time, place, and manner of such activities and allocating the use of facilities, but these regulations shall not be used as a means

of censorship. In the event that there is a clear and present danger, as reasonably determined by the appropriate College authority designated by the President, to the health or safety of the members of the College community or to the educational process, such meeting or demonstration may be prohibited. Sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the institution.

3. Right, when charged or convicted of violation of general law, to be free of College discipline for the same conduct, unless such discipline by the College community is determined to be for the protection of other members of the College community or the safeguarding of the educational process. Such determination shall be made by the appropriate College authority designated by the President.
- D. Each member of the College community has a right to fair and equitable procedures for the adjudication of charges of violations of nonacademic College regulations and the sanctions or penalties to be imposed, including, without limitation, the following specific rights:
 1. Right to have advance written notice of all institutional rules and regulations, including the ranges of penalties for violation of such rules and regulations.
 2. Right, in the case of charges of infractions of regulations which may lead to serious penalties, to formal procedures with fundamental aspects of due process, including the right to be informed in writing of the charges and given a reasonable time to prepare a defense, to be represented by counsel of his/her choice, to present and cross-examine witnesses, to have written findings, and to appeal to higher authority. Minor infractions may be handled more informally by the appropriate individual or committee with the consent of the individual charged. In such instances, the right of appeal is still preserved.

3. Right to be present on campus, participate in classes, and generally exercise all those rights and privileges associated with membership in the College community until found guilty of the charges, except in those instances when continued presence on the campus would constitute a threat to health or safety of the individual, other members of the community, or to the educational process. Such determination shall be made by the appropriate College authority as designated by the President.
- E. Each member of the College community has a right to privacy in his/her dealings with the institution, including, without limitation:
1. The right to be free of searches and seizures except in accordance with law. Routine inspections, however, may be held periodically for the purpose of assuring fire protection, sanitation, safety, and proper maintenance of the College's buildings.
 2. The right to expect that all records of his/her association with the institution are treated as confidential.
 - a. Except as provided below, the institution may not release information about any aspect of an individual's association with the institution (other than information about students which is defined as directory information under the Family Educational Rights and Privacy Act of 1974 and information about other members of the College community which is a matter of public record) without the prior written consent of the individual concerned or under the compulsion of law. Within the institution, access to such records shall be restricted to authorized personnel for authorized reasons, as determined by the President or his delegated representative, and such others as are agreed to in writing by the individual concerned.
 - b. Each member of the College community shall have the right to inspect the contents of his/her own records kept by the institution, other than information or records to which the member has specifically waived the right of access and letters of recommendation written by other members of the College community for the purpose of internal evaluation of a member for the award of a College honor, provided that such letters are not kept permanently by the institution and do not become a part of the official record, and may challenge any information included in the record which is believed to be inaccurate, inappropriate, or misleading. If an individual challenges any information contained in his/her records, the institution shall undertake to verify such information to the satisfaction of the individual concerned. Such decisions shall be made by the President or his designated representative. If the institution's decision is not satisfactory to the individual, the member has the right to place in his/her record a statement challenging the information. Subsequent authorized disclosure of the contents of the record shall indicate such challenge.
 - c. Records of the political and religious activities or beliefs of members of the College community may not be maintained except for purposes of official recognition of campus organizations as provided in Article I.C.1c.
 - d. To minimize the risk of improper disclosure from students' records, the academic record shall be maintained separately from other necessary student records. Transcripts of

academic records shall contain only data essential for personal identification and information about academic performance and status. All withdrawals, whether voluntary or involuntary, may be recorded on the transcript.

Each member of the College community shall have the responsibility to respect the aforesaid rights of his/her associates and refrain from using the institution as a sanctuary from the general law.

II

Each member of the College community enjoys all rights of citizenship and has a responsibility to fulfill the obligations incumbent on all citizens. Additionally, there are special rights and responsibilities inherent in membership in an academic society.

A. Each member of the College community has a responsibility, based upon the special mission of an institution of higher education, to respect the rights of others to function in an atmosphere where freedom to teach, to learn, and to conduct research and publish findings is preserved and respected, an atmosphere which includes, without limitation, the following specific rights:

1. Right of the instructor to academic freedom and impartial consideration for tenure in accord with the principles set forth in the Statement of Academic Freedom and Tenure, adopted jointly in 1940 by the Association of American Colleges and the American Association of University Professors, and with the standards and procedures approved by the Board of Visitors and set forth in the *Faculty Handbook*.
2. Right of the instructor to determine the specific content of his/her course within established course definitions. Concurrently, the instructor has the responsibility not to depart significantly from his/her area of competence or to divert significant time to materials extraneous to the subject of the course.

3. Right of the student to be evaluated entirely on the basis of academic performance and to discuss freely, inquire, and express opinions inside the classroom. The student has a responsibility to maintain standards of academic performance as set by his/her professors, provided, however, that the student shall have means for redress against arbitrary, unreasonable, or prejudicial standards of evaluation.
 4. Right to pursue normal academic and administrative activities, including the freedom of movement in the performance of such activities.
 5. Right to privacy in offices, laboratories, and residence hall rooms and in the keeping of personal papers and effects.
 6. Right to hear and study unpopular and controversial views on intellectual and public issues.
 7. Right of the student to expect that information about his/her views, beliefs and political associations which an instructor acquires in the course of his/her work as a teacher, advisor, or counselor of the student be held in confidence to the extent permitted by law.
- B. Because student publications are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and intellectual exploration on the campus, it is essential that they enjoy the following rights and responsibilities:
1. Right to be free from prior censorship or advance approval of copy.
 2. Right to develop editorial policies and news coverage.
 3. Right to be protected from arbitrary punishment or suspension, or removal from his/her position because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes, as defined by the Publications Council of the College, shall editors and managers be subject to such punishment, suspension, or removal. The academic status of a student editor or manager shall not be affected, provided, however, that

he/she shall remain subject to the provisions of Article I, Sections C.3 and D.3.

4. Responsibility to make clear in writings or broadcasts that editorial opinions are not necessarily those of the institution or its members.

- C. Members of the College community have a responsibility to maintain the highest standards in the performance of their duties and to respect the aforesaid rights of their associates.

III

The College, through those who administer its affairs, has a special responsibility to ensure that, in pursuance of its functions, the rights of all members of the College community are preserved, including, without limitation, the rights of such persons heretofore specifically enumerated.

The College has a right to expect, and a responsibility to ensure, within the scope of its legitimate functions as an institution of higher education, that all members of the College community fulfill their responsibilities to others as well as their responsibilities to the College.

- A. The College has the right and responsibility to set and enforce reasonable standards of academic performance and personal conduct, in order to facilitate and safeguard the educational process, and to provide for the safety of the person and property of members of the College community, the College's physical property, and the person and property of others, to the extent that they are affected by College-sponsored activities or are engaged in legitimate activities on College property.
- B. The College has the right and responsibility to provide procedures for determining the validity of charges that a member of the College community is negligent or irresponsible in the performance of his/her duties.
- C. The College has the responsibility to ensure that the members of the College community have an opportunity to be heard at appropriate levels of the decision-making process about basic policy matters of direct concern. Clearly defined means should be available to ensure this opportunity.

D. The College has the responsibility to provide and maintain leadership and administrative procedures responsive to the needs and desires of the College community, consistent with high standards of academic excellence, and to the changing goals and responsibilities of institutions of higher education, including the responsibility:

1. To make, from time to time, a clear statement of its purpose and goals.
 2. To disseminate information relating to the activities of the College, financial or otherwise, subject to the provisions of the Virginia Freedom of Information Act.
 3. To state the reasons for institutional decisions affecting the College community or individual members thereof, except as required by the provisions of Article I, Section E.2a., or by the advice of legal counsel in instances involving possible litigation.
- E. The College has the right and responsibility to protect its integrity and to prevent its political or financial exploitation by an individual or group by means *including, but not limited to, the following*:
1. The College has a right to prohibit individuals and groups who are not members of the College community from using its name, its finances, or its physical facilities.
 2. The College has a right to prohibit members of the College community from using its name, its finances, or its physical facilities for activities not principally for the benefit of the College.
 3. The College has the responsibility to provide for members of the College community the use of meeting rooms, including use for political purposes, provided that such use is not undertaken on a regular basis and used as free headquarters for political campaigns, and the right to prohibit use of its name, its finances, or office equipment for any political or other purpose.

IV

This document shall be adopted and may be amended when:

- A. Accepted by a majority vote of those students who vote in a referendum.
- B. Accepted by a majority vote of the combined faculties of the College who vote in a referendum.
- C. Accepted by a majority vote of the administration of the College who vote in a referendum.
- D. Approved by the President of the College and the Board of Visitors.

Nothing in this document shall affect the powers of the Board of Visitors as provided by law.

Interpretation Procedure

On September 24, 1974, President Graves issued a clarifying statement concerning the interpreting mechanism for the "Statement of Rights and Responsibilities," and his memorandum of that date is an addendum to that Statement:

"The President of the College, by virtue of his responsibility to implement and administer the policies established by the Board of Visitors, is responsible for implementing the *Statement of Rights and Responsibilities*.

The normal tasks of *implementation* are the responsibility of various offices of the College 'who administer its affairs.' These offices, whose policies and practices have been brought into conformance with the *Statement*, 'have a special responsibility to ensure that ... the rights of all members of the College community are preserved.'

There are, however, instances in which the *Statement* must undergo occasional interpretation in the process of its continuing implementation as a document.

In the *Statement of Rights and Responsibilities*, it is the responsibility of the President or an 'appropriate College authority designated by him' to determine when an exception to a specific section of the *Statement* should be made. The *Statement* also provides that members of the College community 'should enjoy the same fundamental rights and privileges ... except in those rare cases where ... the rights or privileges ... would be in conflict ... with the goals and purposes of the College as an institution of higher education.'

Although the *Statement* does not indicate who, other than the President, the arbitrating authority should be for exceptions, or who should interpret the *Statement* when there is a

difference of opinion among members of the College community or between individuals and the institution, the clear implication in both cases is that it should be the President or 'an appropriate College authority designated by him.'

Therefore, I believe that it is desirable for us to proceed ahead along the lines suggested above. If and when relevant questions or issues are raised in connection with the *Statement of Rights and Responsibilities*, such questions or issues should be brought to the attention of the President's Office as they occur. I shall take responsibility, depending on the nature and substance of a case, for determining whether I or another administrative officer, whom I would designate, should handle the case. Whoever is given that authority shall take responsibility for consulting with those whom he believes appropriate, depending on the circumstances, before reaching a decision."

On May 2, 1990, Dr. Paul R. Verkuil, President of the College, issued the following interpretation of the Statement of Rights and Responsibilities:

"The *Statement of Rights and Responsibilities* guarantees to members of the university community the 'right in his or her dealings with the institution and with members of the College community in the performance of their official duties to nondiscriminatory treatment.' It further states that 'each member of the College community has the right to organize his or her own personal life and behavior insofar as it does not violate local, state or federal law, College regulations or agreements voluntarily entered into and does not interfere with the rights of others.' It is my determination that these words express a right to privacy which extends not only to nondiscriminatory treatment in areas specified by federal law but to nondiscrimination based on sexual orientation as well. The student judicial code already ensures nondiscriminatory treatment without regard to sexual orientation. In accordance with the resolution of the Faculty Assembly, I am now directing that official publications of the university include specific reference to this topic in any enumeration of William and Mary's nondiscrimination policies. It is also my interpretation that faculty, staff and administration should be extended the same assurances against discrimination based upon sexual orientation as the student body itself. This interpretation will be made a part of the *Statement of Rights and Responsibilities*."

STUDENT AFFAIRS

Authority and Agencies

General Statement

The achievement of the educational purposes of the College is a responsibility shared by all members of the College community. While the Board of Visitors, the President, and the administrative officers bear the ultimate responsibility and authority, a direct responsibility rests also on students and faculty to maintain on the campus, in the classrooms, and in the residence halls the environment necessary for the pursuit of scholarly activities, the protection of the rights of others, and the assurance of the opportunity for personal growth and development. In the formulation and administration of rules of conduct, students express their responsibility by participation in Student Government, in Residence Hall Councils, in the Judicial System, and in the Honor Council.

The College considers the observance of public laws of equal importance with the observance of its own regulations. Students should note that, in addition to laws governing the conduct of all citizens, the Code of Virginia contains specific provisions relating to colleges and universities, including those that prohibit hazing; malicious burning or destruction by explosives of any College building or any other malicious destruction of College property; threats to bomb, burn, or destroy any school building; and bribery of any amateur sport participant.

The College has established the policy of self-determination for residence hall living (see p. for detailed statement). Residential self-determination is consonant with the College's philosophy that education for responsible citizenship must reach beyond the classroom into the daily activities and decision-making of each student. Self-determination is an exercise in student responsibility, for oneself and with regard for the rights and privacy of others. An individual's actions in a community have important effects on that community. Therefore, the individual's prerogative of self-determination is always understood in the context of, and circumscribed by, the public laws governing all citizens and the College's rules and regulations established to assist in the achievement of the educational goals of the institution.

General Policy

Violations of Local, State, or Federal Law

Violations of local, State, or Federal law also constitute violation of College regulations. Conduct leading to arrest, indictment, or conviction for violation of local, State, or Federal law shall result in disciplinary action by the College only if the President, or his designee, determines that such disciplinary action is necessary for the protection of other members of the College community or for the safeguarding of the educational community or to prevent the disruption of any lawful activity carried on by the College, or conducted under the auspices of, or with the permission of, the College on property under the control of the College. Such activities include, but are not restricted to, the conduct of classes, laboratories, cultural events, and recreational, extracurricular, and athletic programs; the maintenance and protection of College property and of the property of members of the College community and their guests; the maintenance of vehicular and pedestrian traffic on campus; and the performance of assigned duties by members of the faculty and staff.

In the event that public authorities do not prosecute alleged violations of local, State, or Federal law, or the President or his designee determines that disciplinary action is necessary for the reasons stated above, the case may be referred for action through the College judicial process and, if the student is found guilty, a penalty ranging from reprimand to dismissal may be imposed.

When a student is charged with a violation of law which is also a violation of College regulations, it is the practice of the College to initiate its own disciplinary proceedings without awaiting court action.

Failure to Comply with Directions

Failure to comply with a request to vacate an area on campus or to desist in a particular course of conduct on campus made by an appropriate College official, who identifies him/herself and acts in the reasonable and good faith belief that compliance with the request is necessary for the safety and welfare of the person or persons requested or others,

or to prevent the disruption of any lawful activity carried on by the College, or conducted under the auspices of, or with the permission of, the College on property under the control of the College, constitutes a violation of College regulations for which penalties ranging from reprimand to dismissal may be imposed. Such lawful activities include, but are not restricted to, the conduct of classes, laboratories, cultural events, and recreational, extracurricular, and athletic programs; the maintenance and protection of College property and of the property of members of the College community and their guests; the maintenance of vehicular and pedestrian traffic on campus; and the performance of assigned duties by members of the faculty and the staff.

Failure to comply with directions or prohibitions published in the *Student Handbook* or the *William and Mary News*, or by the authorized posting of signs, constitutes violation of this regulation. Failure to comply with written directions from College officials will be a violation of this regulation. In addition, refusal to appear, testify, or remain when requested before a Student Hearing Board, College Judicial Panel, the Honor Council or any person connected with the disciplinary or honor processes shall also be considered a violation of this regulation.

Appeal Procedure

Any student found guilty of a violation of College or residence hall regulations by a staff member with disciplinary responsibilities, the Student Hearing Board, the Judicial Panel, or a Residence Hall Council has the right to appeal the finding and the propriety of the penalty imposed to the President of the College or his designated representative. The persons, if any, whom the President may have designated as his representatives with final authority to hear particular categories of appeals are indicated in the appropriate section of this handbook. Appeals must be submitted in writing to the President or his representative within five calendar days of official notification to the student of the findings and must clearly state the reasons advanced for reversal or modification of the decision. The President or his designee may extend the period within which to file an appeal for good cause. (See pages 117-118 for more information on appeals.)

Policies and Regulations

The following policies and regulations are specific applications of College General Policy and of public statutes with particular relevance for students and are not an exhaustive list either of College regulations or of applicable local, State, and Federal Law.

Alcoholic Beverage Policy

The College urges individuals and groups to refrain from excessive use of alcoholic beverages on the College campus or adjacent streets. It is worthwhile to note that students are subject to arrest and prosecution by civil authorities on campus just as they are off campus. College disciplinary action may also be taken for misconduct which results from the use of alcoholic beverages.

All students of the College and their guests and all organizations must observe Virginia law as it pertains to the purchase and consumption of alcoholic beverages. The Virginia law specifically states that persons under the age of 21 may not purchase, possess, or consume any type of alcoholic beverages. A copy of the law is available in the Office of the Dean of Student Activities.

Because the College permits the scheduling of events at which alcoholic beverages are served, the following regulations apply:

1. No person shall drink alcoholic beverages at or in any unlicensed public place. (For information on obtaining a license, please refer to the document entitled "Alcohol Beverage Control Act; Sections 4-2(23a) and 4-25(p), and 4-89(j) Code," available in the Office of the Dean of Student Activities. Public areas include the lobby and lounge areas of College residence halls to which the general public has access, rooms in the Campus Center, and fraternity and sorority lounges/living rooms. Kegs shall not be permitted in non-public residential areas.
2. In order to convert public areas to private for the purpose of a social function, the following procedures must be observed:
 - a. The event must be placed on the College Calendar through the Office of the Dean of Student Activities. The event must be scheduled at least three days in advance.
 - b. Signs must be posted on all entrances to the social event stating

the name of the sponsoring organization and/or the title of the social event; these signs must indicate the private nature of the function and the restrictions on attendance.

- c. The admission of guests must be supervised by members of the sponsoring organizations stationed at entrances to the social function. Such supervision is facilitated at large gatherings if guests register their names on a list as they enter the social function or are admitted by ticket only.
- d. No social events involving the distribution or sale of alcoholic beverages shall be scheduled for outside public areas to which entry cannot be readily controlled for purposes of making such areas private.
- e. Food or refreshments of any kind (including set-ups, mixers, soda) cannot be *sold* at a social event where alcoholic beverages are being consumed unless a license has been obtained through the procedure previously described.

For violations of these regulations, the staff members with disciplinary responsibilities or the Judicial Council shall have the power to enforce penalties ranging from reprimand to dismissal. In addition to individual sanctions, a group may be denied the opportunity to schedule an event if the group requesting the use of College facilities has previously violated these regulations.

Conduct Infringing on Others

Conduct which infringes upon the rights of individuals is prohibited. Such conduct includes public drunkenness, obscenity, and nudity. All pranks and careless or irresponsible behaviors which cause or have the potential for causing damage to College or personal property, personal injuries, or which infringe upon the rights of others are unacceptable. Such behaviors include, but are not limited to, water fights, shaving cream battles, indoor sports, etc. Penalty for violation of this regulation shall be not less than reprimand nor greater than dismissal.

Damage to College Property

No student shall damage College property nor shall he/she remove College property from the place or divert it from the use to which it was assigned by the College. No

property may be removed from the campus. College property for purposes of this definition shall include property owned or leased by the College and property placed by vendors in College facilities. Violation of this regulation is punishable by penalties ranging from reprimand to dismissal.

Demonstrations

The right to peaceful assembly is provided for and ensured by the "Statement of Rights and Responsibilities" (Article I, Section C.2). In accordance with procedures developed by the Committee on Campus Facilities, Policy, and Scheduling, demonstrations must be scheduled in advance with the Dean of Student Activities with a specific location, beginning and ending time, and name of sponsoring organization being provided.

Demonstrations may not block entrances to campus facilities nor the privilege of free passage to individuals. Should amplification systems be used, they must meet acceptable volume levels depending on locations and time of day.

Failure to schedule demonstrations and/or failure to abide by requirements established as a condition for scheduling may result in penalties ranging from the loss of the opportunity to schedule events in the future to dismissal. (In addition, such events might also be considered a violation of the Disruptive Conduct regulation, in which case the prescribed penalties would apply. See p. xx, *Student Handbook*.)

Disruptive Conduct

A. Definitions

The College of William and Mary is a community of scholars existing to promote the advancement of learning, the encouragement of scholarship, and the transmission of knowledge. As a publicly supported institution of learning, it endeavors to make its programs and resources available not only to the community of scholars but also, to the extent feasible, to the public.

To attain its mission as an educational institution and to accomplish maximum utilization of its resources, it is essential that each student respect and recognize the authority of the College to engage in normal programs and activities. In this context, the following definitions are applicable:

1. Normal Functions and Activities:

A normal function is any lawful activity carried on by the College or conducted under the auspices of, sponsored by, or with the permission of the College on property under the control of the College. Illustrative examples, which are not comprehensive, include the conduct of educational activities, cultural events, recreational, extra-curricular, and athletic programs; the care, maintenance, and security of physical property; the maintenance of vehicular and pedestrian traffic; and the performance of assigned duty by members of the faculty and staff.

2. Disruptive Conduct:

No student shall commit any act which amounts to disruptive conduct as defined in this regulation or knowingly participate with others in conduct which amounts to disruptive conduct.

Disruptive conduct includes both violation of obligations imposed on citizens generally and violation of particular obligations required to maintain an educational institution. These specifically include the following:

- a. Any violation of the law of the Commonwealth of Virginia or of the United States which obstructs or disrupts a normal function is disruptive conduct. This includes both violation of general law and of law particularly applicable to students.
- b. Noncriminal conduct which obstructs or disrupts a normal function, including the unreasonable obstruction of passage of others through corridors or at entrances and exits; other group assemblies which obstruct or disrupt; unauthorized presence in a building after normal closing hours or after notice that the building is being closed; physical detainment of a student or of a member of the administration, staff, or faculty against his or her will; the entry into or onto any College-controlled property with

the intent to, or the awareness that such activity will, disrupt any normal function of the College; or any other activity conducted with the intent or awareness that such activity will disrupt or obstruct a normal function is disruptive conduct.

- c. Any failure to comply with a request to move on, to vacate an area, or to desist a particular course of conduct where such request is made by an authorized person in the reasonable and good faith belief that compliance with the request is necessary to the safety and welfare of the person or persons so requested, or others, or to the maintenance or restoration of the normal functions and activities of the College is disruptive conduct. For this purpose, an authorized person is the President of the College, the Associate Provost, the Vice President for Student Affairs, the Dean of Students, the Dean of any school or faculty, any member of the Campus Police Department and any law enforcement officer or conservator of the peace, and any person specifically authorized by the President orally or in writing who, in making such request, gives notice of the authority given by the President.
- d. Any failure to comply with the terms of any curfew imposed by the President for the purpose of restoring or maintaining the security of person and property is disruptive conduct.
- e. For reasons of safety and security, all roofs (except those with specifically approved sun decks or work-study areas), balconies, porches, window ledges and mechanical equipment areas of College buildings are closed to all but authorized employees.

B. Penalty and Procedure

Any person engaging in disruptive conduct may be charged with a violation of this regulation. The charge shall be heard in accordance with the

judicial procedures of the College. Disruptive conduct as defined may result in penalties ranging from reprimand to dismissal.

Drugs

For the purpose of these regulations, drugs are defined as including marijuana, hashish, amphetamines, LSD compounds, mescaline, psilocybin, DMT, narcotics, opiates, and other hallucinogens, except when taken under a physician's prescription in accordance with law.

College regulations in conformity with Federal and State statutes governing drug use provide the following:

1. Manufacturing or merchandising drugs or providing others with drugs is prohibited. The penalty for violation of this regulation shall range from disciplinary probation to dismissal from the College.
2. Possession or consumption of drugs is also prohibited. The penalty for violation of this regulation shall range from reprimand to dismissal.

Fires and Fire Safety

Fires may not be started in campus buildings or elsewhere on the campus unless they are confined to approved fireplaces. This prohibition shall include burning of personal or organizational property. Under no circumstances may fires be ignited in student rooms. Any student who causes a fire through negligence or careless or irresponsible behavior is in violation of this regulation. The penalty for violation of the regulation shall range from reprimand to dismissal. Tampering with fire safety equipment or alarm systems in a student residence may result in the removal of the student from College housing in addition to other penalties which may be applied.

For reasons of safety, any fire equipment is to be used only for the purposes intended in its installation. Any tampering with fire extinguishers, fire alarm systems, smoke detectors or other fire equipment will be considered a violation of this regulation. In addition, not leaving or returning to a building when a fire drill is conducted or when an alarm is given will constitute a violation of the regulation. The penalty for violation of this regulation shall range from reprimand to dismissal.

Inspection and Search of Student Living Quarters, Offices, Lockers, or Possessions on Campus

Routine inspections may be held periodically for the purpose of assuring fire protection, sanitation, safety, or proper maintenance of the College's buildings. Any such inspections, except in the case of emergencies, shall be announced at least three days in advance; and a College staff member shall be asked to accompany the inspector. The student's absence shall not prevent the carrying out of such maintenance or safety inspections. When an occupant has requested repairs, authorized maintenance personnel may enter in the student's absence for the sole purpose of making the repairs requested.

No student's room, office, lockers, or possessions on campus shall be searched by College authorities unless there is reasonable cause to believe that a student is using his/her facilities for a purpose in violation of Federal, State, or local law or of College regulations and a certificate authorizing the search has been issued and signed by the Vice President for Student Affairs or, in the case of graduate students, the Provost. The certificate shall state the source of the information, the violation, the location of the search, the materials to be seized or information sought, and the name of the person authorized to conduct the search.

If a student is confined to or brought to the Student Health Center because of a suicide threat, gesture, or attempt or because of severe emotional or psychological distress, the staff at the Student Health Center has the right to inspect the personal belongings brought to the Student Health Center by or for the student and to remove any life-threatening items.

Medical and Emotional Emergencies

The College has a medical/emotional emergency procedure which will be put into effect should a student attempt suicide, make a threat or gesture of suicide, or undergo severe emotional or psychological distress. Anyone with knowledge of such circumstances should contact the Dean of Students, ext. 12510.



Motor Vehicles, Bicycles, and Pedestrians

A. Possession and Use of Motorized Vehicles

Students may not have motor vehicles (other than motorcycles and motorbikes) on campus unless they are eligible to register them as follows:

1. The student does not reside in College-administered housing, OR
2. The student has completed 54 semester hours and has completed at least four regular (fall and spring) semesters, OR
3. The student resides at the Dillard Complex and has completed the equivalent of two semesters, OR
4. The student is also a classified or hourly employee of the College, is registered for less than five (5) credit hours, and is paid from the Student Work Budget, OR
5. The student, although otherwise ineligible, has obtained special permission (designated as *restricted permission*) through the Transportation Appeals Council. Forms are available at Parking Services. Permission may be granted upon demonstration that a vehicle is indispensable for employment essential to continuance at the College, for physical disability, or for other essential College-related needs. A student who brings a motor vehicle to campus without prior special permission, in anticipation of re-

ceiving that permission, is in violation of this regulation.

Students who would be eligible for a motor vehicle under this regulation may not register a motor vehicle for another student who would not be eligible.

The penalty for a first violation of the motor vehicle regulation shall range from reprimand to suspension for one semester and, for a subsequent violation, shall range from reprimand to dismissal.

College regulations require that all eligible motor vehicles operated on the campus, including motor scooters, be registered by the third day of classes.

The Traffic Advisory Council recommends and reviews regulations governing registration of vehicles as well as parking and traffic on the College campus. College motor vehicle regulations, procedures, and penalties are set forth in the pamphlet, *Motor Vehicle Regulations*. The operation of a motor vehicle on the College campus constitutes implied consent for College parking and traffic violations to be handled through informal disciplinary procedures with final written appeals to the Transportation Appeals Council.

B. Possession and Use of Bicycles

All bicycles owned or operated on campus must be registered with the Campus Police Office, the City of Williamsburg, or some other legal jurisdiction. Violation of this regulation

will be subject to the same fine as specified for failure to register a motor vehicle on campus.

All bicyclists are required to operate their bicycles in accordance with the same law that pertains to motor vehicle operation.

If a bicycle is operated at night, it must be equipped with a light on the front and a reflector on the rear.

C. Parking

Motorized vehicles and bicycles may not be parked in College residences or in any other areas except those designated for student parking. In addition, the Campus Police reserve the right to remove motorized vehicles and bicycles which are in violation of this regulation, even if such removal requires that the chain or lock used to secure the vehicle is destroyed. Vehicles impounded in this fashion may be recovered through the Campus Police Office.

For more detailed information, students should refer to the pamphlet, *Motor Vehicle Regulations*, available at Parking Services.

D. Jaywalking

Pedestrians have the right-of-way over motor vehicles when crossing streets in crosswalks and at intersections. However, jaywalking by pedestrians is not permitted. Jaywalking includes standing, walking, or running in any street which is paralleled by an unobstructed sidewalk other than when crossing the street; and standing, walking, or running in any street in careless or reckless disregard of traffic or of one's own personal safety or in a manner which interferes with the flow of traffic. Where there is no sidewalk, pedestrians should walk on the side of the road facing oncoming traffic.

Personal Conduct

Assault and battery, subjecting another person to harassment, abuse, threat, or intimidation are prohibited, as are hazing, pre-initiatory activities, or any other activities which subject another person to mental or physical discomfort, embarrassment, harassment, or ridicule. To contact witnesses or any other party to an incident to intimidate them or to get them to change their testi-

mony is also a violation of this regulation. The penalty for violation of this regulation shall range from warning to dismissal. A student found guilty of sexual assault under this regulation is normally punished by separation from the College, either permanent or temporary.

Posters, Banners, Signs, and Demonstrations

Article I, Section C.2 of the "Statement of Rights and Responsibilities" guarantees to members of the College community the "right to hold public meetings, to invite speakers to campus ... to post notices, and to engage in peaceful, orderly demonstrations." The following guidelines are designed to regulate these processes but shall not be used as a means of censorship:

1. Recognized student organizations, departments and offices of the College, and members of the College community may place posters on kiosks, bulletin boards and other specifically designated areas around the campus. (*Posters* shall be defined as signs, advertisements, handbills, announcements, and other information devices.)
2. Posters may be placed on campus bulletin boards with the following provisions:
 - a. They may not exceed 14 inches by 22 inches in size.
 - b. They must carry the name of the sponsoring organization and the date (week) of posting.
 - c. Posters must be removed at the end of two weeks unless an extension is granted.
 - d. No advertisement offering paid-for research may be posted on campus. The College reserves the right to remove information posted in violation of this regulation.
3. Banners and signs in excess of 14 inches by 22 inches in size must be approved by the Dean of Student Activities prior to hanging and may be hung only in certain designated areas with the following provisions:
 - a. They must carry the name of the sponsoring organization.
 - b. Banners may be posted for no longer than two weeks unless an

extension has been granted by the Dean of Student Activities.

- c. Signs and banners which are hung near entryways must not obscure vision or entry and should be securely fastened. Signs must be constructed of material that can withstand adverse weather conditions.
4. Banners, signs, or posters may not be posted or hung on trees, poles, walls, doors, windows, or fences without special permission. Unauthorized signs will be removed.
5. All signs, posters, and banners must conform to acceptable community standards and to any applicable laws such as permissible wording by the Alcohol Beverage Control Commission.
6. Handbills must conform to acceptable community standards and carry the sponsoring organization's name. They may be distributed only outside campus facilities unless an exception has been granted by the appropriate person in charge of the event or facility.

Violation of this policy by individuals or groups will result in disciplinary action. Penalty may range from restitution for damages to disciplinary probation and may include the removal of recognition for the sponsoring organization.

Public Performances and Use of College Name

No person or group of persons shall represent the College in a public performance of any kind unless prior approval has been obtained from the Provost. No person or group of persons shall use the College name unless prior approval has been obtained. The penalty for violation of this regulation shall range from reprimand to dismissal.

Reportable Diseases

In the event a student is diagnosed as having a transmittable disease, which must be reported to the State Department of Health, the College reserves the right to determine, on a case-by-case basis, whether or not there are conditions which should be established to limit or prohibit the student's continued participation in the College community in the interest of public health and/or the health of the student. This determination shall be made by the Director of the Student Health Service with such consultation as may be ap-

propriate. Specific conditions may include, but shall not be limited to, periodic medical/counseling procedures, confinement to the Student Health Center, reassignment or removal from the residence halls, and/or a medical withdrawal from the College. If, in the opinion of the Director of the Student Health Service, the student's condition requires the immediate exclusion of the student from the residence halls or the campus, such an action shall be considered temporary until the student has an opportunity to receive a full review of the matter by the Director of the Student Health Service.

Responsibility for Guests

All guests are expected to abide by College regulations. Students are solely responsible for the behavior of their guests. The student's responsibility includes restitution for damage to College facilities or other restitution which is necessary. In addition, a penalty ranging from reprimand to dismissal may be imposed.

Self-Defense Items

Stun guns, mace, and other such items are intended for self-defense purposes only. Use in other ways would constitute a violation of College regulations. The penalty for violation of this regulation shall range from reprimand to dismissal.

Sexual Harassment

The following policy statement on sexual harassment has been approved by all the Faculties of the College:

Every member of the College community has the right to work, study, teach, and conduct research in an environment free from sexual pressure of any kind. Sexual harassment is an infringement on that right and will be not tolerated in any form.

On the other hand, the College recognizes that interpersonal rapport between students and faculty is a natural and desirable aspect of the college experience. Faculty should be aware, however, that a situation in which they have a dual relationship with a student—a professional as well as less formal relationship—has the inherent potential for exploitation. Particularly astute judgment should be exercised when a faculty member is in a position to give grades, letters of recommenda-

tion or grants to a student with whom he or she also has a less formal relationship. In the view of the College, the above described dual relationship is clearly subject to exploitation due to the power imbalance involved.

Any student with a grievance within this policy should first inform immediately the offending party of the unwelcome character of the behavior. If the behavior persists, or if there are any apparent reprisals, the student should inform the relevant department head or dean who, within standing procedures governing imposition of sanctions for misconduct of a faculty member, is charged with responsibility for making inquiries and, if the evidence warrants, prosecuting the matter within stipulated *Faculty Handbook* procedures.

For students who believe they may have been sexually harassed but are uncertain as to whether a complaint is justified or whether they wish to initiate a formal grievance, it may be helpful to discuss their concerns confidentially and informally with the Director of Affirmative Action, with a staff member of the Center for Personal Learning and Development, or with another member of the Student Affairs staff.

The Equal Employment Opportunity Commission's "Guidelines on Discrimination Because of Sex," as amended, and Title IX guidelines incorporate the following definitions:

"Accordingly, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment status or admission to an academic program,
- (2) submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment status or academic standing, or
- (3) such conduct has the purpose or effect of unreasonably interfering with an individual's performance on the job or in the classroom or creating an intimidating, hostile, or offensive work or study environment."

Solicitation by Students or Others

Except by written approval, solicitation or sale of goods on campus or in residence halls is prohibited. Approval for solicitation by students and student groups must be obtained through the Dean of Student Activities. Approval for solicitation by non-students must be obtained through the Office of the Dean of Students. The penalty for violation of this regulation shall be not less than reprimand nor greater than suspension.

Stealing and/or Damaging Personal Property

Stealing is the act of taking or appropriating, without right or leave, that which belongs to another with intent to keep or with intent to make use of wrongfully that which was taken. Damaging another's property may also be a violation. Common sense dictates that students take ordinary measures to safeguard their property just as they would in the non-College community. Violation of this regulation is punishable by penalties ranging from reprimand to dismissal.

Student Identification

Failure on the part of a student to show an identification card upon the request of a Campus Police officer or other College officials who identify themselves is a violation of College regulations. In addition, the transfer of an identification card to another person or the alteration of an identification card would be violations punishable by penalties ranging from reprimand to probation.

Violations of Law

See "General Policy," p. 98.

Weapons, Fireworks, and Toy Weapons

Firearms and other items generally accepted as weapons may not be on campus. The possession of fireworks or the exploding of fireworks in the residence halls or elsewhere on the campus is prohibited. The penalty for violation of this regulation shall range from reprimand to dismissal.

Toy, counterfeit, replica, or blank-firing firearms may not be on campus. In addition, toy, counterfeit, or replica versions of other items generally accepted as weapons may not be on campus. The penalty for violation of this regulation shall range from reprimand to dismissal.

COLLEGE COMPUTING

The Computer Center at the College of William and Mary supports computing by the entire College community—students, faculty, and administration. Several public access computer labs containing personal computing workstations are located on campus providing easy access to College computing systems. Most administrative computing is performed on an IBM 4381 computer running the IBM operating system MVS/XA. A NAS 6660 computer running the IBM timesharing system VM/CMS is provided for academic computing (i.e. computing related to specific courses) with all students having accounts (userids) and passwords established on this system automatically.

In addition, the Computer Center provides a User Services section for the express purpose of assisting members of the College community with their computing questions. College computer users are advised to contact User Services if they have specific questions or need general information concerning computing at the College.

Computer Utilization

Students at William and Mary may use the Computer Center academic mainframe system(s) for any school-related and non-commercial activities; each student has his/her own account (userid) on this system. In addition to class-assigned work, the computer may prove useful for electronic mail, developing solutions to lab assignments, and other class related work. Word processing may be accomplished using personal computers which are located in several labs around campus.

The Computer Center has instituted regulations to ensure 1) that each individual using the computer can be confident in the privacy of his/her work and materials; 2) that no one will be unwillingly subjected to abusive behavior of others using the system; 3) that the resources available to the community are not consumed by only a few individuals; and 4) that electronic vandalism does not destroy computer programming.

Privacy and Security

The account (userid) owner is responsible for any activity done under that account (userid). Students are cautioned that the **USE OF ANOTHER'S ACCOUNT (WITH**

OR WITHOUT PERMISSION) CONSTITUTES THEFT. The Computer Center staff will help students determine appropriate ways of sharing projects and files.

Security on the academic mainframe system is controlled through students' passwords. The Computer Center creates a password for each account (userid), but it should be changed so that the individual is the only person who knows the password. **PASSWORDS SHOULD BE CHANGED FREQUENTLY.**

Note: Any reference to computing systems in the following information includes all College-owned, -operated, and/or -maintained computing systems. This includes, but is not limited to, mainframe computers, mini-computers, micro-computers, and workstations.

Abusive Behavior

Abusive behaviors are not permitted. Abusive behavior includes the utilization of computers to harass others in some way, for instance, sending computer mail that is abusive, obscene, threatening, or a nuisance. Obscene, vulgar, or derogatory output prominently displayed on a public work station or printed and left in public output areas is prohibited. Complaints of behavior that seems to constitute misuse of computing facilities will result in an investigation by College officials, and subsequent judicial action will be initiated.

Control of Resources

Students must respect the needs of others when using the computers. The areas where judgement is required include using input and output devices and loading the system.

Input Devices

The chief form of input device is a public access personal computer, located in several labs around the campus. During some times of the semester, when all such workstations are in use, computing unrelated to course work, particularly game playing, will be curtailed.

Output Devices

Guidelines for utilization of printing resources are in effect at all times. The regula-

tions vary according to printer, but in no case may computer facilities be used to print multiple copies of newsletters for social organizations (including mailing lists), private business matters, surveys/questionnaires, and/or personal communications. Duplication of these materials must be performed by means other than computer printer.

Loading the System

Particularly during the busier times of the semester, programs requiring great amounts of computer power drastically interfere with the ability of others to get their work done. Accidental overuse of computer power will not be penalized, but students are responsible for avoiding recurrence of this type of inefficiency.

Electronic Vandalism

The operating system controlling the academic mainframe system, for example, restricts the ability of users to interfere maliciously with the rights of others. No shared computer system, however, can be made impervious to concerted efforts to destroy it. Users may not modify an operating system or their privileges under it in any way. Changing the operating systems is fundamentally the same as destroying the computers themselves and is destruction of College property.

"Rules and Regulations Regarding Use/Misuse of Computing Resources" follows. Users may also type "help rules" for an online listing of these rules and regulations.

Rules and Regulations Regarding Use/Misuse of Computing Resources

1. Abide by all rules and regulations posted in the terminal rooms, labs, and printer areas.
2. Never log into a computer under another person's ID, and do not use accounts that have not been assigned to you. With or without permission, this constitutes theft of computer resources.
3. Keep your password secret and *NEVER* give it to any one else. Change it frequently (every 30 days); and if you suspect that your password is known by another user, change it immediately.
4. Do not attempt to penetrate system security:
 - a. Do not attempt to use system passwords. Do not attempt to use other users' passwords.
 - b. Do not attempt to override a system's account or security routines.
 - c. Do not deliberately crash or attempt to crash a system. *System crash* is defined as the stoppage of a computer system due to a hard-



ware or software failure in a component or system during operations which renders it unavailable for use.

- d. Do not intentionally cause or attempt to cause a system to behave atypically. Examples of atypical behavior include the following:

System response is considerably slower than normal due to an individual's running a program whose major intent is to slow system response.

Workstation behavior is altered from that established by College officials.

5. Never use a computer to annoy or harass anyone; this especially applies to the use of ELECTRONIC MAIL, CONFERENCING, BULLETIN BOARDS, and MESSAGE facilities.
6. Do not transmit or print language which, in the opinion of College officials, is obscene, vulgar, or abusive.
7. Respect posted limits on the use of computer resources, e.g. volume printing; no one has the right to use a computer in a way that hampers the ability of "the average user" to work. For example, do not use the computer printing resources to print multiple copies of social organization newsletters (including mailing lists), private business matters, surveys or questionnaires, or personal communications.
8. If a staff member informs you that something you are doing is causing a problem for a computer system or its users, stop doing it and DO NOT repeat the action.
9. Absolutely no hacking at a system or other public software is permitted. No one may attempt to increase one's rights, to substitute another userid for one's own, or to gain unauthorized access to system material or private material whose owner has not given explicit permission.

Hacking is defined as unauthorized access or entry, or attempted access or entry, to computer facilities and/or computer-based data. This definition includes unauthorized attempts to breach security techniques set up to protect a computer system as well as

unauthorized experimentation with system hardware, software, and communications systems. This definition applies whether or not there is any intent to obtain, alter, or destroy specific information.

10. College officials reserve the right to access and examine the files and/or actual terminal sessions of any computer user to investigate violations or suspected violations of security and/or policies, terminal interactions which may be contributing to poor computer performance, or computer malfunctions. In such an event, users whose files or terminal sessions are being examined have no expectation of privacy with regard to their files, data, or communications.

Interpretation: Investigations of suspected security or policy violations, which require examination of terminal sessions, will receive prior approval from the Vice Provost for Information Technology or his/her designee. In situations of this nature, College officials will inform the authorized users whose terminal sessions are being examined about the reason for the examination as soon as practical.

11. Enforcement and application of these rules and regulations shall normally be handled by Computer Center and/or appropriate departmental officials. However, cases may also be referred to the Honor Council or to the judicial system.

Violation

Penalties for violation of these rules and regulations shall be not less than warning nor greater than dismissal from the College of William and Mary and include, but are not limited to, the following:

- A. *Warning:* Alerting a student to a regulation with the understanding that any recurrence of the behavior will result in disciplinary action.
- B. *Loss of computer privileges:* Limitation or removal of computer privileges, including restriction from the use of computer facilities for a period specified by College officials.
- C. *Restitution for damages:* Reimbursement for repairs to computer-related material, equipment, hardware, software, and/or facilities.

ADMINISTRATION OF UNDERGRADUATE POLICIES & REGULATIONS

I. Basic Policy

The judicial system at the College of William and Mary exists to ensure a living/learning environment which reflects the values of the institution. Through it, the College seeks to guide students toward the development of personal responsibility, respect for others, and mature behavioral standards.

To ensure that such a system protects the rights of students and the integrity of the College, the following procedures and structures have been established. While this system may have some similarities with the legal system established in the broader community, it should be emphasized that the College's judicial system is essentially educative and administrative in nature and is not governed by narrow legalisms or the same restrictions found in criminal or civil proceedings.

The authority for discipline is vested in the President by action of the Board of Visitors. The President has empowered the members of the Student Affairs Division, the Student Hearing Board, the Honor Council, the Judicial Panel, the Appeals Committee, and the Associate Provost to adjudicate charges of alleged misconduct by students and to levy fair penalties as provided in these procedures. The President reserves at all times the right to designate other persons or to appoint special committees as necessary to aid in the judicial function. While there is no right of appeal to the President, the President further reserves the right at all times to review any decision made and to take such action as shall be in the best interest of the institution.

II. Charges of Misconduct

A charge of misconduct (i.e. that a violation of College regulation has occurred) may be made against a student or a student organization by a fellow student; by a member of the faculty, administration, or support staff; by a visitor or a guest to the campus community; or by a member of the local community. Charges of misconduct must be in writing and shall be filed with a member of the Residence Life Staff, the Office of the Dean of Students, or the Office of the Dean of Student Activities. Such charges should be submitted within 48 hours of the alleged violation of College regulations. If an alleged

violation is not reported within four months of the time it becomes known by the complainant, it will normally be disregarded unless the appropriate administrative officer concludes that there has been good cause for the delay and that it is still feasible to hold a fair hearing. When a written charge of misconduct is received, the appropriate member of the Student Affairs staff first determines whether the charge is frivolous (in which case the charge shall be dismissed) and whether the alleged offense is more or less serious.

More serious cases (where the alleged offense might be punishable by a penalty of removal from the College's residence halls, probation with loss of privileges, suspension or another form of separation from the College) will normally be adjudicated by the Dean of Students, the Director of Residence Life, and/or the Dean of Student Activities or by the Judicial Panel.

Less serious cases (when the alleged offense might be punishable by a penalty less than probation with loss of privileges) including, but not limited to, an allegation of violation of residence hall regulations will be heard by an appropriate member of the Student Affairs staff or by the Student Hearing Board. Normally, more informal procedures will be used in deciding these less serious charges. However, the essential elements of fairness require that the student be provided a copy of the written charge; that the student also be provided, upon timely request in writing, with a summary of the principal facts underlying the charge to the knowledge of the appropriate member of the Student Affairs staff, with opportunity to respond on his/her behalf, and to receive written findings for a penalty greater than an oral warning.

A student may elect to have a charge of misconduct adjudicated by either the member of the administrative staff investigating the complaint or by the appropriate hearing body. The student will have up to 24 hours to make this decision. That choice, once made, is irreversible. If the student does not inform the administrator handling the case of a decision on the hearing option, the case will automatically be referred to the appropriate hearing body. In the event the charge being adjudicated is one of sexual assault, both the accuser and the accused must agree on whether the hearing will be by panel or

administrative staff. If the accuser and the accused do not agree, the Vice President for Student Affairs, or designee, will determine the type of hearing to be held. The administrator who makes this decision will not hear the case. The right of appeal is assured regardless of the method of adjudication selected.

III. General Principles

- A. If students fail to make and keep an appointment with the administrator investigating the charges against them within three days after being properly notified, an additional charge of failure to comply with directions of College authorities may be added (see page xx). Proper notification will consist of a written notice to the student sent by certified mail with a return receipt or delivered personally by the College staff. "College staff" is understood to include, but is not limited to, Head Residents and Resident Assistants.
- B. If an accused student refuses to appear or otherwise to make him/herself available for a hearing without demonstrating justification for postponement (as determined by the chair of the scheduled committee or the administrator handling the case) and after having received proper notice of the date, time, and place of the hearing, the student will be deemed to have waived the right to appear; and the hearing will be held as scheduled. Absence of the student in such circumstances will not constitute sufficient grounds for an appeal.
- C. Students involved in disciplinary proceedings as accused students or witnesses are expected to cooperate and to testify honestly and completely. Failure to do so may be considered a violation of College regulations (see page xx) and/or of the Honor Code except that no students will be asked or expected to testify against themselves.
- D. A student who withdraws from the College after notification, either orally or in writing, that disciplinary charges are pending will be notified that the permanent record (transcript) will carry the notation, "Withdrew While Disciplinary Charges Pending." Before such a notation is placed on the record, the student will be given an opportunity to meet with the Dean of Students to discuss this action. The notation on the transcript will be deleted if the case is resolved. Readmission to the College will normally be prohibited unless the charge(s) has been resolved.
- E. All charges of violations of College regulations will normally be heard within ten working days (excluding weekends or intervening College breaks) of the receipt of the allegation of misconduct by the Student Affairs staff except in unusual cases where 1) the Vice President for Student Affairs grants a continuance to the administrative officer or 2) the chair of the judicial committee to which the case has been assigned or the administrator hearing the case grants the accused a continuance. A case may not be heard in less than 48 hours unless the student waives in writing the right to 48-hour notification.
- F. Information which is not from a first-hand source may be considered in the course of a hearing under certain conditions, i.e., the technical rules of hearsay evidence do not apply. The chair or administrator hearing the case will rule on whether or not such information is appropriate and may be admitted in the hearing. In no case may the verdict be premised solely on such information.
- G. Because the College considers the testimony, evidence, findings and penalty confidential (but imposes no such restriction on the student), the hearing is normally closed. Upon the request of the student at least 48 hours in advance and when approved by the committee or administrator hearing the case and by the Vice President for Student Affairs, an open hearing may be held. In the event, however, that the presence of others interferes with the orderly conduct of the hearing, the committee may vote or the administrator handling the case may decide to close the hearing.
- H. Except in the instance of an oral warning, the student will be notified in writing of the decision in his/her case and the findings on which it was based. If the result is a type of separation, the student will be entitled to at-

tend classes and participate in other College functions until he/she is so informed, unless the committee or administrator hearing the case (with concurrence of the Dean of Students) determines that the continued presence of the student constitutes a risk to the educational process, to him/herself, or to the safety of others. I. In cases where more than one student is charged with misconduct for the same incident, the appropriate administrator or committee may hold a single hearing on the matter; but separate findings must be determined for each student charged in the incident.

J. Administrative officers or committee members may disqualify themselves when unable to function fairly and objectively under these procedures. Similarly, an accused student may request that an administrator or committee member be disqualified for bias. Any such request must be timely, in writing, and set forth the factual basis for the request. The Vice President for Student Affairs will decide whether an administrator so charged should be disqualified. The chair of a committee whose member is challenged will decide such challenges unless the member challenged is the chair. In such instances, the decision on disqualification will be decided by majority vote of the committee membership.

K. A student found guilty of a violation(s) of College regulations may have access during normal working hours to the materials in his/her case file. The Dean of Students may establish reasonable rules concerning such access to ensure that the record remains complete and accurate. A student found guilty of violating College regulations may request a copy of the tape recording of the hearing or other materials from the case file, and these will be provided upon receipt by the College of reimbursement for the cost of duplication. In those instances where the copying of such material might violate the rights of another person's confidentiality, written permission for release is required from the affected party(ies) as a condition of duplication.

IV. The Judicial Council

The Judicial Council is a committee of student, faculty and administrative members constituted as follows:

Students - 13 undergraduates (5 seniors, 4 juniors, 4 sophomores) selected on an annual basis by the Student Association Council (SAC). (Any student who is currently on probation or who has previously been suspended or separated from the College will be ineligible for membership on the Judicial Council.) Each year the Student Association Executive Vice President will coordinate an application/selection process. A committee consisting of the Executive Vice President, the Dean of Students, and a faculty member who has served as a member of the Judicial Council (all three serving as ex-officio, non-voting members), along with two students who have been Judicial Council members, two Honor Council members and three SAC members, will select Judicial Council nominees from a pool of not more than 30 names submitted by the Executive Vice President. The Student Judicial Council nominees will be submitted to the SAC for election.

Faculty - Five full-time members of the faculty appointed on an annual basis by the Provost of the College.

Administrative Staff - Four members of the Student Affairs Division appointed on an annual basis by the Vice President for Student Affairs.

The term of office for all members begins the day after classes end in the spring semester and runs through the last day of classes the following spring semester. Should a vacancy occur on the Council or should additional, temporary Council members be required, the Vice President for Student Affairs is empowered to make the necessary appointments.

The Office of the Dean of Students provides assistance to the Judicial Council and Appeals Committee by implementing a training program; organizing and scheduling the Student Hearing Boards, Judicial Panels, and Appeals Committees; and providing for recordkeeping and other support needs.

The Judicial Council serves two functions with the membership alternating in its role in a manner appropriate to each function:

A. The *Student Hearing Board* hears less serious cases when the student requests a committee hearing. The Student Hearing Board consists of the undergraduate members of the Council. Three members will adjudicate each case, each three-member board

selecting one of its members as chair. A fourth member who may not vote or participate in any way (other than as record keeper) in the hearing or deliberations of the Board will be designated as recorder. The recorder will summarize the evidence presented and the findings of the Board (indicating the reasons for the verdict and penalty, if the finding is one of guilt). This summary should be filed in the appropriate Student Affairs office within 48 hours of the hearing along with a copy of the written notification to the student of the decision of the Board. At the request of a Student Hearing Board, the Student Affairs staff member assigned to investigate the alleged charge may present the information supporting the charge. Appeals of Hearing Board decisions (or decisions of the same degree of seriousness heard by an administrator) will be reviewed in accordance with the principles outlined under "Appeals of Judicial Actions" (p. 115) by the Dean of Students or designee.

- B. The *Judicial Panel* hears more serious cases when the student(s) has requested a committee hearing of the charge. On an annual basis, the full membership of the Judicial Council will elect two of its members to serve as chairs for this hearing function. (In the event neither elected chair is able to preside over a hearing, the Dean of Students will designate a temporary chair for the hearing.) Five Council members will comprise a Judicial Panel. One of the five will be an elected or designated chair. The members for each hearing will be as follows: three undergraduate students, one faculty member and one Student Affairs administrator. A sixth member who may not vote or participate in any way (other than as record keeper) in the hearing or deliberations of the Panel will be designated as recorder. Judicial Panel proceedings will be tape recorded. In addition, the Recorder will provide a summary of each hearing as described previously (p. xx).

Should an incident result in an allegation that a student(s) has violated both the Honor Code and the general rules of conduct of the College, the Judicial Panel will be empowered to review all aspects of the charges and

reach a final disposition. In such situations, two of the three student members on the Judicial Panel will be Honor Council members appointed by the Chair of the Honor Council. There will be no simultaneous or subsequent exploration of the same charge by the Honor Council.

C. Judicial Panel Procedures

1. The Student Affairs administrator responsible for the case will schedule a hearing with the Judicial Panel and inform the student in writing *at least* 48 hours in advance of the date, time and place of the hearing and of the exact charges against the student. The administrator will also provide the student with the principal information in support of the charges of which the administrator is aware at the time.
2. It is the responsibility of the accused student to secure the presence of the witness(es) desired at the hearing. The accused student may request that disciplinary action be taken against any student witness who refuses to appear or to testify so long as appropriate, verifiable notification was provided the witness(es). This action is authorized by the College regulation "Failure to Comply."

The Student Affairs administrator will notify all available witnesses required to support the charges of the date, time and place of the hearing.

3. A student may request one continuance of the hearing, citing the reason(s) for the request in a written statement to the chair of the scheduled hearing panel at least 48 hours in advance of the hearing, if possible. Supporting documentation should be provided where appropriate. Grants of continuance will be the decision of the chair of the scheduled panel.
4. The student shall have the right to be advised in the hearing by a person of his/her choosing, including legal counsel. Such an advisor may not participate in the proceedings, including examining witnesses or arguing the case to the panel or administrator, except as the chair

or administrator hearing the case may authorize. The proceedings shall not in any case be governed by rules of courtroom procedure. In the event a student decides to have legal counsel for the hearing, the College reserves the right to have its own legal counsel or advisor present. In those cases where the charge being adjudicated is sexual assault, the accuser shall also have the right to have present in the hearing a person of his/her choosing. This advisor will not participate in the hearing process and will be bound by the rules of confidentiality governing the hearing.

5. The conduct of the hearing is the responsibility of the chair. The chair introduces the members of the Panel and summarizes any special situations pertinent to the case or the hearing. The Student Affairs member presenting the case will brief the Panel on the charges and the nature of the case. The student will be given an opportunity to respond to the charge(s) and/or to make an opening statement. The presentor will introduce the evidence and question the witnesses present to support the charge. Following such questioning of each witness, the Panel and then the student will be invited to question the witness.

The student will then have a similar opportunity to introduce evidence and present and question witnesses. Such witnesses may then be questioned by the Panel and by the presentor. At the conclusion of this presentation of evidence, the presentor and the student will be given an opportunity to present summary remarks to the Panel. Rebuttal remarks will also be allowed at the discretion of the chair.

6. The Panel will meet in closed session to determine whether or not the student has violated the regulation(s) as charged. For a finding of guilt to be reached, at least three of the five Panel members must conclude that the evidence in support of the charge is clear and convincing.

7. Once a decision is reached, the Panel reconvenes to notify the student and the presentor of the decision. If the student(s) is found guilty, the Panel will be briefed by the presentor on any previous violations of College regulations by the student, any precedent for similar situations, and any administration recommendations concerning penalty. The student will be given an opportunity to make a statement concerning penalty, and if desired, to call character witnesses. The number of character witnesses may be limited by the chair. The Panel will again meet in closed session to decide a penalty by majority vote, after which it will reconvene and announce its decision.
8. Within 48 hours of the conclusion of the deliberations (except when a weekend intervenes), the chair will normally provide the student with written confirmation of the verdict.
9. As soon as possible after written confirmation of the results of the hearing (but no later than 48 hours, except when a weekend intervenes), the Dean of Students or designee will be available to a student found guilty to discuss the impact of the decision on the student and to review the appeal process.
10. The recorder will summarize the hearing, the evidence presented, and the findings of the Panel and indicate the reasoning for the verdict and any penalties assigned. The chair of the Panel will sign the summary along with the recorder as a testimony to its accuracy. The letter of notification, the summary, the tape(s) and all evidence normally will be filed within 48 hours in the Office of the Dean of Students (unless a finding of "not guilty" occurs).
11. In those instances where a student is charged with a serious violation of a College regulation and elects for the charges to be adjudicated by an administrator, the same standard steps as outlined above shall be followed with appropriate allow-

ances for the difference in structure.

12. When a Panel separates a student from the College and attaches special conditions to the readmission of that student, a similar Panel of five persons will be appointed at the appropriate time to determine whether the student has met the conditions necessary for reinstatement. The Panel will be given access to all file materials from the original hearing, may require the student to make a personal appearance before the committee, and may solicit other information to reach a decision. The same general procedures employed in the original hearing will be followed with the same rights assured to the applicant for reinstatement.

V. Appeals of Judicial Actions

A student who wishes to appeal a finding of an administrative officer or a judicial committee (including the Honor Council) must do so within five calendar days following written notification of the decision. Similarly, the individual reviewing the appeal or the Appeals Committee will normally decide the appeal within five days of its receipt. The Vice President for Student Affairs, or designee, may for good cause extend any of the time limits for appeal.

Except in Honor Council cases, the right of appeal is reserved to the student or students found guilty of a violation. An appeal must be in writing and must clearly cite the reason(s) for the appeal and the evidence supporting it. The individual or committee hearing the appeal for its merit will have access to the full record of the case and may invite the appellant to make a personal appearance to discuss the appeal. In such instances, the administrator who adjudicated the case or the chair of the judicial committee whose decision is being appealed may also be invited to be present to respond to the appeal. Written notification, including the reasons for the decision, will be provided to the student and the administrator or board as appropriate. A copy of the appeal findings and all correspondence will be made a part of the case file in the Office of the Dean of Students. If the penalty being appealed includes a form of separation from the College, the accused shall not take part in any College function except scheduled classes. In those cases where the committee or administrator

(with the concurrence of the Vice President for Student Affairs) determines that the continued presence of the student constitutes a risk to the educational process, to him/herself, or to the safety of others, class attendance may also be prohibited.

- A. Appeals of Student Hearing Board decisions or administrative decisions in cases of a similar level of seriousness are considered by the Dean of Students or designee. The Dean acts on behalf of the President in all such appeals. The Dean may decide that 1) there is no basis for appeal, 2) that an incorrect verdict was reached, and/or 3) that the penalty administered is inappropriate and will be decreased.
- B. Appeals of Judicial Panel decisions and administrative decisions in cases of a similar seriousness and Honor Council decisions will be reviewed by the Appeals Committee. The Appeals Committee consists of nine members: three administrators (not members of the Student Affairs Division), three faculty members appointed annually by the Provost, and three students elected annually by the Student Activities Council. Should temporary Appeals Committee members be required, the Vice President for Student Affairs is empowered to make the necessary appointment(s).

When an appeal is filed, the Vice President for Student Affairs will appoint one administrator, one faculty member and one student to hear the appeal on its merits and will designate one of the three as chair for the review. A fourth Appeals Committee member will be designated as recorder who may not vote or participate in any way (other than as record keeper) in the hearing or deliberations. The Committee is empowered to determine either 1) that the appeal is without merit or 2) that the verdict and/or penalty should be reviewed. If the Appeals Committee decides that a decision should be reviewed, the Associate Provost or designee is responsible for making that review. The Associate Provost may reverse the verdict, may order a rehearing before a new panel, or may decrease the penalty.

- C. Grounds for appeals include the following:
 1. Procedural irregularity severe

enough to have denied the student a fair hearing. Minor procedural deviations will not be sufficient to sustain an appeal.

2. Discrimination on the basis of race, gender, age, sexual orientation, religion, handicap, or national origin.
3. Lack of substantial evidence to support the decision.
4. Significant new evidence unknown by the student at the time of the hearing and pertinent to the case.
5. An excessive or inappropriate penalty.

VI. Records of Actions Taken

When a student is found not guilty of a charge, all statements of charges will be destroyed; and there shall be no reference to these proceedings in the student's official educational records.

Penalties involving any interruption of a student's registration at the College are posted on the student's transcript while the student is ineligible to enroll. Information concerning such penalties is permanently maintained even though the notation placed on the student's transcript is removed once the student re-enrolls.

All information concerning penalties less than suspension is expunged from the record at the time of graduation.

VII. Penalties

The following penalties may be levied individually or in combination with other penalties:

- A. *Warning*- An oral or written notification confirming that a violation of College regulations has occurred and that a repeat offense may result in a more severe penalty. No student may receive more than two warnings in an academic year without more serious action being taken.
- B. *Loss or restriction of privileges*- Limitation or removal of social or personal privileges including, but not limited to, entertainment of guests in the private areas of a residence hall, participation in social activities sponsored by the College or a residence hall, and/or the right to operate an automobile on campus, provided the penalty is consistent with the offense committed.



In addition, a student's current or subsequent year's Housing Agreement may be terminated or special conditions attached to it, or the student may suffer a reduction in priority of a specified number of places in the room selection process of a subsequent year if such a penalty is appropriate.

- C. *Restitution* - Requiring a student to reimburse the College, appropriate individual or vendor for damage, personal injury, or misappropriation.
- D. *Task participation* - Requiring a student to participate in assigned tasks which are appropriate to the regulation violated or the behavior displayed.
- E. *Disciplinary/Honor probation* - Continued enrollment but under stated conditions. Probation constitutes a warning that further misconduct or violation of College regulations during the period of probation may be referred to the appropriate committee or administrative officer and may result in the student's separation from the College.
- F. *Probation with loss of privileges*- Continued enrollment but exclusion from participation in any College, fraternal, and/or other student extracurricular or social activity for a specified period of time. Such probation also constitutes a warning that further misconduct or violation of College regulations during the period of probation shall be referred to the appropriate committee or administrative officer and may result in the student's separation from the College.
- G. *Suspension** - An involuntary separation from the College for a period de-

terminated by the appropriate committee or administrative officer during which time the student must leave the campus and is not eligible to participate in classes or any College-sponsored or College-related activities. The student is not permitted to return to the campus without prior written consent from the Dean of Students. At the end of the period of suspension, the student is automatically eligible for readmission provided there is no other encumbrance upon his/her return. The penalty of suspension is noted on the student's transcript but is removed once the period of suspension has been completed and the student re-enrolls.

H. *Contingent Dismissal** - An involuntary separation from the College during which time the student must leave the campus and is not eligible to participate in classes or any College-sponsored or College-related activities, with a date determined by a committee or administrative officer when the student may petition for reinstatement. In such instances, the student must first satisfy the committee or administrative officer by his/her conduct and record that s/he is in fact entitled to reinstatement. During the period of separation, the student is not permitted on campus without prior written consent from the Dean of Students. The penalty of contingent dismissal is noted on the student's transcript but is removed if the student is reinstated to good standing at the College and re-enrolls.

I. *Permanent dismissal** - Involuntary separation of the student from the College without future readmission. The student must leave the campus and is not eligible to participate in classes or any College-sponsored or College-related activities. The penalty of dismissal is permanently noted on the student's transcript.

J. *Interim suspension** - The President has empowered the Vice President for Student Affairs to suspend a student in extraordinary circumstances pending a full hearing before the appropriate judicial body or administrator. Such action is authorized when it is necessary to preserve the educational process or the health or safety of the student or of other members of the Col-

lege community. In such instances, the student will be afforded an opportunity to confer informally with the Vice President for Student Affairs and an opportunity to show why his/her continued presence does not pose a threat sufficient to impose the suspension. A full hearing will be scheduled for the student within ten working days or as soon as the student's condition permits. When the sanction of interim suspension is imposed, the student must leave the campus immediately and may not participate in academic, extracurricular, or other activities of the College. During the period of interim suspension, a student is not permitted on the campus without prior written consent from the Vice President for Student Affairs. See also "Medical and Emotional Emergencies," page 102.

**These penalties may be administered even though the student has not previously been placed on probation or otherwise disciplined.*

VIII. Special Regulations for Recognized Student Activities and Organizations

As a condition of recognition by the College, all student organizations must abide by the rules and regulations of the College as well as by the terms of contracts and agreements into which they enter with the university. Recognized organizations and sponsored activities are subject to the same rules and regulations as individual students and may be held accountable for their actions even though the university pursues charges of misconduct for the same incident against individual members of the group. An organization will be deemed culpable for its conduct when it can be demonstrated that 1) the activity involved such a significant number of members of the organization that a reasonable person would conclude that the activity was clearly a function of the organization, and/or 2) the organization, either in whole or in part, planned and/or implemented and/or condoned the action from which the complaint arises, and/or 3) the organization knew or should have known about the activity and failed to act responsibly in preventing it. The university also reserves the right to hold an organization responsible for violations of College regulations which occur on or adjacent to property or facilities assigned to the organization for its use.

In the case of alleged misconduct by a recognized organization, the organization shall have the right of a hearing by the Dean of Student Activities or the Judicial Panel. The same general procedures that apply to individual misconduct will be followed (see pages 110-115).

Penalties for organizations found to be in violation of College regulations include:

- A. *Warning* - Written or oral notification confirming that a violation of College regulations has occurred. Warning is a caution that repetition of the behavior or other misconduct may result in a more severe penalty. An organization may not receive more than two warnings in an academic year without more serious action being taken.
- B. *Loss or restriction of privileges* - Limitation or removal of social privileges including, but not limited to, the opportunity to schedule social functions, to use College facilities or vehicles, or to post notices. In addition, consistent with the provision of written agreements (should such exist), an organization's assignment to space may be cancelled and/or other privileges removed.
- C. *Restitution* - Requiring an organization to reimburse the College, appropriate individual(s), or vendor(s) for damage or misappropriation.
- D. *Task participation* - Requiring the members of an organization to participate in assigned tasks or service projects appropriate to the regulation(s) violated.
- E. *Probation* - Continued recognition and operation of the organization but with a warning that further misconduct during the period of probation may result in the organization's loss of institutional recognition. Stated conditions may be attached as terms of continuance during the period of probation.
- F. *Probation with loss of privileges* - Continued recognition of the organization but with loss of the right to sponsor or participate in all extracurricular and/or social activities for a stated period of time. The organization is cautioned that further misconduct during the period of probation may result in a loss of recognition.
- G. *Suspension* - Institutional recognition is removed for a stated period of time. During the period of suspension, the organization will be denied the use of all College facilities and resources, and may not in any way participate in or sponsor any extracurricular or social activity on campus. At the end of the prescribed period of time, the organization will be allowed to re-form subject to any condition(s) set forth at the time of suspension.
- H. *Termination* - Institutional recognition is removed, and the organization is banned from the campus for an indefinite period of time.

Appeals

(See page 115.)

IX. SPECIAL PROCEDURES FOR VIOLATIONS REPORTED AFTER THE LAST DAY OF A SEMESTER OR DURING THE SUMMER SESSION

When a student or organization is charged with a violation of College regulations after the last day of classes in a semester or during the summer session and the individual or organization requests a hearing by committee but the regular judicial body is unable to meet, one of the following options may be selected by the student or organization:

- A. The case may be heard by a special three-member panel consisting of members of the faculty, the Student Affairs staff, and the student body (if practical). This special committee will be appointed by the Dean of Students, and the customary hearing procedures will be observed. Other than administrative review, this is the only option available to a student completing degree requirements in the term in which the charge originates.
- B. A case may be deferred until the beginning of the following semester provided that such a deferral, in the opinion of the Dean of Students and/or the Dean of Student Activities (in the case of recognized student organizations), would not preclude a fair hearing due to the loss of evidence or unavailability of witnesses.

THE HONOR SYSTEM (UNDERGRADUATE)

History

Among the most significant traditions of the College of William and Mary is the student-administered plan of discipline known as the Honor System. The essence of the Honor System is individual responsibility in matters involving the student's honor, in the hope that all students are concerned with the strict observance of the principles of honorable conduct which they, upon matriculation, pledge to uphold for their own sake, for the sake of other students, and for the sake of the College.

The evolution of the Honor System over the years to its present form is best understood when considered against the background of changes in the character of the College itself. The College originally combined the higher school with a grammar school and served almost exclusively the sons of gentlemen of the planter aristocracy, who took special pride in their reputation as men of honor. The students formed a small, closely knit group, at times numbering fewer than a hundred; and a violation of the College code of discipline was punished by ostracism. Because of this gentlemen's code of honor that characterized life and conduct at the College from its beginnings, it is difficult to pinpoint a specific date marking the beginning of the Honor Code as a system. It was assuredly emerging in one form or another prior to the year often claimed for its official establishment, 1779, when the College was reorganized under Jefferson's leadership; and minor details of administration have changed from time to time to meet contemporary needs and conditions.

From its earliest days, the College has evinced an interest in the character of its students. In 1736 the College Statutes expressed the view that "special care must be taken of their morals, that none of the Scholars presume to tell a Lie . . . , or do any Thing else that is contrary to good Manners." The Faculty resolved in 1784 that every student should, upon matriculation, pledge to observe all College regulations, "particularly such as require that kind of conduct . . . conducive to the Honor and Prosperity of the University."

The Board of Visitors expressed its faith in the students' integrity in the Statute of

1778, which stated that "whereas those, who are generally admitted into the higher schools, are from their years entitled to a certain degree of confidence in their

discretion . . . the ordinary strictness of schools may with respect to them be in some measure relaxed."

One spokesman for the "liberal and magnanimous character of discipline" at William and Mary, Nathaniel Beverley Tucker, then Professor of Law at the College, explained in 1834 something of the attitude underlying the Honor System in an address to a group of law students: "It has been the study of its professors to cultivate at the same time the intellect, the principles and the deportment of the student, laboring with equal diligence to infuse the spirit of the scholar and the spirit of the gentleman. He comes to us a gentleman. As such we receive and treat him, and resolutely refuse to know him in any other character . . . His honor is the only witness to which we appeal . . ."

As the College has grown in size and complexity, the student body has become less the homogeneous group which characterized the earlier years, particularly before the latter part of the nineteenth century. The College no longer serves exclusively young men from restricted or provincial areas of social and economic life but is a coeducational institution, serving several thousand students from all parts of the United States and from foreign countries. It is accepted that honor and responsibility are not absolute, intrinsic values but are acquired in a specific environment and are, therefore, relative to that environment.

As a relative value, honor means many different things to many different people. Today, for immediate purposes within the College community, its applications are restricted to three specific areas—lying, stealing, and cheating. This restriction of definition enables the theoretic concept of honor to be applied on a practical level within a heterogeneous body.

As numerous bulletins state, the discipline of the College was entirely "in the hands of the President and faculty" until the twentieth century when student government was instituted at William and Mary. Today the Honor System is student-administered through an elected council.

Whereas the present administration of the Honor System by the students through an elected council evolved during the 1920's, the spirit and essence of the Honor System have historically threaded the years undisturbed and, guarded jealously, have remained intact.

Meaning

Under the Honor System, it is assumed that every student has an express interest in preserving the integrity of the College community, for himself/herself as well as others. Primarily, the function of the Honor System is to educate—to instill a common sense of honor in the heterogeneous student body. Morality is not inborn; it is learned, and it is learned in a specific environment. The Honor System helps to create an environment which will be most favorable to the individual's continued development of honorable traits and behavior, while providing checks against those who deviate from the Code.

The effectiveness of the Honor System is dependent upon the students' acceptance of their responsibility toward that system. The very assumption that a person is worthy of trust is a powerful factor in ensuring that confidence will be deserved.

When students matriculate, they pledge to abide by the Honor Code, thus indicating publicly their acceptance of the system and their intentions to live by certain principles. That anything but rare violations of these principles should occur is inconceivable, for frequent violations would mean that the spirit of honor, and hence the Honor System, did not exist. That a violation should never occur is equally inconceivable. The strength of the Honor System rests in the fact that it provides an atmosphere in which the honorable student can act with individual responsibility, while providing a way to sanction those who violate this Code. With a breach of the Code, the Honor System becomes more than a matter of individual morality alone and emerges, in essence, as a system of external control administered by one's peers as the constituted authority created by the students themselves.

Under this system, its precepts are supplemented and reinforced: supplemented for those who lack the depth of inner sanctions of conduct and reinforced for those whose conduct may be in need of that stimulus, enlargement, and support which come from subjection to discipline that is self-imposed.

It is important that no student commit an act of lying, stealing, or cheating nor tolerate

such behavior among fellow students. The basis of the Honor System at the College rests upon each student's acceptance of his/her responsibility to make the moral choice of upholding, not only one's personal honor, but the code of honorable conduct for the College as well. It becomes necessary, in order for such a system to continue to be effective, that each student acknowledge that he/she will not accept dishonorable conduct among his/her peers. Therefore, the responsibility of students to report infractions of the Honor Code that they may witness is a vital part of the student-administered system. Such reporting does not deprive honor of its personal sanctity because, along with an inner morality, there needs to be an external control in the social sense, for those whose ideals and codes of personal conduct need to be strengthened.

The individual becomes keeper, not only of his/her own honor, but in a sense that of other students as well. Forcing one to report infractions under fear of penalty oneself is a contradiction of the role of the individual and one's responsibility to others living under the System. Therefore, the stimulus to report an infraction a student witnesses must come from within the particular student and not from written law. Such is the essence of honor.

Administration

The students administer the Honor Code through one Honor Council elected by vote of all undergraduate students. Unless specified, candidates will follow election procedures of the organization running the election. Whenever a student is accused of a breach of honor, the Council has the power and the duty to investigate the alleged offense and, if necessary, to conduct a hearing or trial. In addition, the Honor Council is responsible for explaining the Honor System to entering students during the College orientation period and for providing judicial review for the Student Association Constitution and Bylaws.

The Honor Council is composed of six senior, six junior, and six sophomore representatives. The Chairperson is chosen from among the senior representatives by both the newly elected members on the Council and its outgoing members. The Vice Chairperson is chosen from among the remaining newly elected representatives in the same fashion. A permanent Office Secretary is chosen from among the newly elected sophomore and junior members in the same manner. These

provisions shall be in effect unless by a two-thirds vote the Council chooses to bypass them. In case of a tie vote for the Chairperson, the Vice Chairperson, or the Secretary, the outgoing Chairperson shall cast the deciding vote. A secretary for each trial shall be chosen on a rotating basis.

When a breach of honor is reported, it shall be referred by the Chairperson to an investigating committee. The committee shall be composed of three of those members not sitting on the trial.

In the event a member of the Honor Council does not fulfill the responsibilities as a Council member, a vote of at least 11 members of the Council shall initiate impeachment proceedings. The proceedings shall include a meeting of the Council at which time the impeached member may justify his/her actions. If at least 15 Council members participating in the proceedings believe the impeached member has willfully avoided, or unjustifiably neglected, his/her duties or failed to uphold the principles of the Honor Code, he/she shall be dismissed. The dismissed member may appeal to the President of the College or his designated representative. In the event that a Council member is impeached or is unable to fulfill his/her responsibilities, the Chairperson shall appoint a new member from the corresponding class of the undergraduate student body after his/her appointment has been approved by two-thirds of the Council.

Principles

Pledge

Upon matriculation, each student is automatically subject to the provisions of the Honor System. The Honor Council meets with entering students to explain the principles and procedures of the Code so that students may be fully aware of the System. At the end of orientation, it is anticipated that students understand what is expected of them under the Honor System and that infraction of the Honor Code at any time during their student days may be punishable by dismissal from the College. All students are members of the Honor System, and it is stressed that ignorance of the provision of the Code is at no time an excuse for violation of the Code. From time to time, a professor may require students to sign a formal pledge on work as a reminder to students that they are subject to the provisions of the Honor Code.

Infractions of the Honor Code

Infractions of the Honor Code include cheating, stealing, and lying. Under the present system, these infractions are defined as follows:

1. **Cheating.** Fabricating written assignments; giving aid to any student or receiving aid without the consent of the professor on tests, quizzes, assignments, or examinations; and the act of plagiarism are violations of the Honor Code. Consulting unauthorized materials on tests, quizzes, assignments, or examinations shall constitute *prima facie* evidence of the intent to subvert the purpose of the exercise and shall be interpreted as cheating. An assignment shall be defined as any work, required or voluntary, submitted to an instructor for review or a grade.

Plagiarism is the act of presenting the information, ideas, or phrasing of another person as if they were one's own. Such an act is plagiarism whether by ignorance of proper scholarly procedures, failure to observe them, or deliberate intent to deceive. The presence of a significant amount of plagiarized work shall constitute sufficient evidence of a breach of honor.

Regardless of the reason, plagiarism is a violation of the standards of scholarship which the College endeavors to teach. While these standards encourage the constructive use of materials for reference and research, they also demand the honest acknowledgment of all sources of help. If the instructor should determine that such acknowledgment is not made according to the accepted procedures in the scholarly discipline involved, the instructor shall bring a charge of cheating before the Honor Council. In trying the case, the Honor Council shall assume that all students enrolled in the College of William and Mary are cognizant of proper scholarly procedures, and understand that the following principles apply at all times:

- a. All quoted material must be identified by quotation marks, indentation on the page, or other recognized method; and the source must be clear.

- b. Any information, idea, or phrasing borrowed from any specific source must be explicitly attributed to that source, whether or not the material is actually quoted, unless the borrowed item is obviously in the realm of "common knowledge"—that is, knowledge which persons conversant with the topic involved could be expected to have in their memories as a matter of course.
- c. Students should assume that they are neither to give nor to receive help on any work; any exception to this rule on a particular assignment must be expressly and specifically made by the individual instructor.

Ignorance of the preceding criteria is not an excuse for violation of the Code. It is the responsibility of the student to learn from the individual instructor the procedure for acknowledging sources and indicating quotations required by each assignment.

Those cases which appear to be serious should be referred to the Council; all such cases should be reported promptly, regardless of the personal feelings of the accuser.

2. **Stealing.** Stealing in academically related matters is the act of appropriating, without right or leave, that which belongs to another with intent to achieve an unfair advantage in academic matters, whether or not the advantage is a personal one, and/or assisting other in such acts.

Removing books from the College Library without checking them through the proper channels is stealing. Students' use of the College Library is subject to the principles of the Honor Code. The open-stack system is in effect; that is, students may browse in the stacks, and the students themselves assume responsibility for checking out books at the circulation desk. The alternative of the open-stack system is closed-stack, under which students are not free to browse but, rather, must give the titles of books they are interested in to a clerk who locates the books. The advantages to the students of the open-stack system, in terms of ease of research and intellectual

stimulation, make the open-stack system preferable. The system can continue, however, only so long as students assume their obligations under the Honor System to obey Library regulations. All students are members of the Honor System, and it is stressed that ignorance of the provisions of the Code is at no time an excuse for violation of the Code.

3. **Lying.** Lying is the intentional statement of an untruth made with deliberate intent to mislead another about other than trivial matters. If an individual tells an untruth concerning some matter but, later, on his/her own initiative, tells the truth concerning the same matter before he/she is confronted with committing a breach of honor, this shall be considered in his/her favor in dealing with the case and determining the penalty. It is important that students be aware that lying is a violation of the Honor Code whether the false statement is made to another student or to any College official, including but not limited to Campus Police officers, administrators, and faculty members.

Forgery is considered an act of lying and, thus, an honor offense. As defined by the Honor Council, it includes the unauthorized signing of a College document.

Falsely testifying before the Honor Council is itself an honor offense. If an individual is being tried for an offense of the Honor Code on one count and, in the opinion of the Council, lies while appearing before the Honor Council, he/she shall be accused of committing an additional breach of honor. In such cases, a new trial shall be held to determine the guilt or innocence of the accused on the additional charge of lying.

The use of one paper to fulfill the requirements for more than one course shall be considered a violation of the Honor Code, unless the student has received prior permission to do so. If the student wishes to use a paper written during a previous semester, he/she must receive permission from his/her current instructor. If the student wishes to use one paper for two courses taken concurrently, he/she must receive permission from both in-

structors. All papers will be assumed original to the course unless the above procedure is followed. Under this assumption, any student not following this procedure shall be considered guilty of lying. All students are members of the Honor System, and it is stressed that ignorance of the provisions of the Code is at no time an excuse for violation of the Code.

Procedures

Reporting a Breach of Honor

The basis of the Honor System at the College rests upon each student's acceptance of his/her responsibility, not only to act honorably, but to uphold the code of honorable conduct for the College as well. It becomes necessary in order for such a system to continue to be effective for each student to acknowledge that he/she will not accept dishonorable conduct among his/her peers. Therefore, the responsibility of a student to report infractions is a vital part of the Honor System.

To initiate proceedings, it is necessary for any person believing a breach of the Honor Code has been committed to challenge the student accused of the act and offer him/her the opportunity to resign from the College immediately, without the expectation of readmission, or to report himself/herself to the Honor Council. To contact the Council after one has been accused is not an admission of guilt. It is instead a demonstration of willingness to cooperate with the system. If the accused does not report himself/herself to the Honor Council within 24 hours, the accuser must report the case.

Investigations of Alleged Dishonorable Practices

Whenever it is brought to the attention of the Council that there is reason to believe that practices by students in violation of the Honor Code may be occurring, it shall be the duty of the Chairperson to appoint an investigating committee consisting of three members of the Council, one of whom is designated as chairperson of the investigating committee. It shall be the duty of the committee to contact the accused, the accuser and witnesses, as well as to examine available evidence to discover any information relevant to the alleged violation. This should be done as soon as possible after the Council is notified of a possible violation. The investigating

committee should meet to determine whether or not there is sufficient evidence to warrant a trial. The committee should then notify the Chairperson of the Council whether or not a trial should be held.

There shall be no discussion between members of the investigating committee and other members of the Council prior to the trial.

If a trial is to be held, the investigating committee chairperson, or another designated member, should appear as a witness to report on the results of its investigation. This person will appear in addition to all other witnesses who may possess relevant information. The committee will also be responsible for obtaining any pertinent evidence (for example, the tests or papers in question in cheating or plagiarism cases, etc.) for the trial.

Rights of the Witness

1. The witness has the right that neither his/her person nor his/her property shall be insulted, molested, threatened, or damaged because of his/her part in the trial. If he/she feels that his/her rights have been infringed, he/she should report the matter to the Discipline Committee for further action.
2. A right to request a member of the Honor Council (or Administration) to serve as an advisor familiarizing the witness with investigation and trial procedures.

Duties of the Witness

A witness called to testify must appear before the Honor Council and must give such testimony pertaining to the case as may be requested by the Council. Any student who, in the opinion of the Council, refuses to testify frankly and fully shall be reported to the Chairperson of the Discipline Committee of the College. Falsely testifying before the Honor Council is in itself a violation of the Honor Code.

Failure to Stand Trial

Should a person leave the College after having been challenged, without notifying the Honor Council of the accusation, the accuser shall report the name of the accused and the breach of the honor to the Chairperson of the Honor Council. The Honor Council shall then record the facts of the

case and advise the Dean of Students that the student withdrew under suspicion of a breach of honor. A notation of "withdrew while Honor Council charge pending" shall be entered by the Registrar on all of the student's official records. Before such a notation is placed on the record, the student will be given an opportunity to meet with the Vice President for Student Affairs to discuss this action. The notation on the transcript will be deleted if the case is resolved. Readmission to the College will normally be prohibited unless the charge(s) has been resolved.

If an accused student refuses to appear or otherwise makes himself/herself unavailable for a trial without demonstrating adequate justification for postponement (as determined by the Council), and after having received adequate notice of the date, time and place of the hearing, the accused shall be deemed to have waived his/her right to appear. Under such circumstances, the Council reserves the right to hold the trial in the absence of the accused, and his/her absence shall not constitute sufficient grounds for an appeal of the Council's decision. The Council shall appoint one of its members to represent the interests of the accused if it becomes necessary to hold a hearing under these conditions.



Jurisdiction

1. The undergraduate Honor Council shall have jurisdiction over all full-time and part-time undergraduates at the College.
2. Unclassified students who are not pursuing coursework at the graduate level will be subject to the undergraduate Honor Council. In those cases where an unclassified student is carrying some or all graduate courses, the decision of jurisdiction shall be made through consultation between the undergraduate Honor Council and the graduate school where the student takes coursework.

Rights of the Accused

The accused shall have the following rights in the event he/she elects to stand trial:

1. A right that the charge against him/her be reduced to writing and served on him/her personally at least 48 hours in advance of the trial by some member of the Honor Council (unless the accused decides to waive his/her right to 48 hours notice). If these charges are so vague or indefinite as not to apprise the accused fairly of the charge(s) against him/her, he/she may ask for a more definite statement as to time, place, and any other particulars relevant to the case, which shall then be furnished him/her promptly and in advance of the trial.
2. A right to a written statement of his/her rights and duties with respect to the trial and the procedure thereof as prescribed. This shall be given him/her at the same time he/she is served with notice of the charge(s) against him/her.
3. A right to seek the advice of persons in the College community, including but not limited to students, College officials, campus police officers, administrators and faculty members. Any matters discussed can be disclosed and are not considered confidential.
4. A right to seek the advice of persons outside the College community, including but not limited to parents, spiritual advisors and employers. All matters told in confidence may not be disclosed.

5. A right to a closed trial with the option to request an open trial. The request of an open trial must then be approved by the Honor Council and the Dean of Students.
6. A right to ask anyone who will not serve as a witness and is not a member of the Honor Council to serve as his/her counselor, including legal counsel at his/her own expense. Such an advisor may not participate in the proceedings, including examining witnesses or arguing the case to the Honor Council except as the Chair may authorize. The proceeding shall not in any case be governed by rules of courtroom procedure.
7. A right to have the Honor Council appoint a member of the Council as a procedural advisor. The procedural advisor shall serve as an informed member, familiarizing the accused with investigation and trial procedures, but shall not aid in the preparation of the defense of the accused.
8. A right to a trial at a proper time and place; a right that the trial not be held with undue haste nor that it be postponed unnecessarily. Trials shall not be held for excessively long periods of time without recess or at unseemly hours. In general, there should be a recess every two hours; and no trial should continue past midnight, though members of the Council, if they so desire, may deliberate until a majority asks that proceedings be recessed.
9. A right to summon witnesses and to testify in his/her own behalf; but the number of character witnesses, if any, may be reasonably limited by the Council.
10. A right to be confronted with the witnesses and to question them.
11. A right, where practicable, to know the nature of and examine the evidence against him/her before the trial.
12. A right to have the opportunity to make a final statement and to make a rejoinder to a final statement made by the accuser.
13. A right not to be tried for one offense (e.g. cheating) and convicted on another (e.g. lying) before the Council, without the same opportunity to defend himself/herself against any other charge.
14. A right that his/her wife/husband, father or mother, brother or sister of the full blood, the halfblood, or by legal adoption may not testify against him/her without his/her consent.
15. A right, before official notification by the Dean of Students of the verdict and penalty, to attend classes and to participate in any College function which will not directly affect his/her candidacy for graduation.
16. A right to elect to be tried separately where he/she is one of two or more accused of a joint violation. If none of those accused jointly of an alleged joint offense requests a separate trial, they may be tried jointly or separately as the Council deems best.
17. A right, even though guilty, to present evidence of extenuating circumstances. If tried jointly, separate verdicts may be reached.
18. A right to an acquittal unless at least six out of seven of the Council believe that the charge or charges against him/her have been proved beyond a reasonable doubt.
19. A right to appeal a finding of guilt and the propriety of the penalty to the Appeals Committee and, if the appeal is found to have merit, to the Associate Provost (see "Appeals of Judicial Action - Administration of Undergraduate Policies and Regulations," p. xx).
20. A right to review the minutes and recording of the trial in the presence of two or more members of the Council.
21. A right that neither his/her person or his/her property shall be insulted, molested, threatened, or damaged because of his/her part in the trial. If he/she feels that his/her rights have been infringed, he/she should report the matter to the Discipline Committee for further action.

Duties of the Accused

The accused shall have the following duties:

1. A general duty to cooperate reasonably with the Council in conducting the trial and bringing it to a close without undue delay.



2. A duty to answer all relevant questions frankly, fully, and honestly, unless such answers would tend to expose him/her to the probability of criminal prosecution, in which case the accused, if he/she does not wish to answer, shall so state.

Rights of the Accuser

The accuser shall have the following rights in the event of a trial:

1. A right to appear as a witness to present his/her case and to be present during the presentation of the evidence and the questioning of witnesses in order to satisfy himself/herself that his/her complaint is being properly heard.
2. A right to make a closing statement at the conclusion of the hearing.
3. A right to review the minutes and recording of the trial in the presence of two or more members of the Council.
4. A right neither his/her person nor his/her property shall be insulted, molested, threatened, or damaged because of his/her part in the trial. If he/she feels that his/her rights have been infringed, he/she should report the matter to the Discipline Committee for further action.

Duties of the Accuser

1. A duty to challenge the student as is specified under "PROCEDURES-Reporting a Breach of Honor."
2. In the event of a trial, the accuser has the duty to appear as a witness.

Rights of the Council

1. In those cases where the accused chooses to be represented by legal counsel, the Council reserves the right to have its own legal counsel present. The Council also has the right to be informed of the accused's intent to have legal counsel present at least 48 hours prior to the trial.
2. If the decision of the Council is overturned in the review process, the Council shall have the right to appeal to the Associate Provost within five calendar days after notification. This request should be made in writing promptly after notification of the finding to the Council by the Dean of Students or his/her delegated representative. If the decision of the Council is overturned through an appeal, the Council shall have the right to appeal to the President of the College. Appeals must be made within five calendar days after notification.
3. Council members shall have a right that neither their persons nor their properties shall be insulted, molested, threatened, or damaged because of their parts in the trial. If he/she feels that his/her rights have been infringed, he/she should report the matter to the Discipline Committee for further action.

Duties of the Honor Council

1. A duty to treat all persons involved in a fair and equitable manner.
2. A duty to consider the accused innocent until such time as he/she may be found guilty, beyond a reasonable doubt, by trial.

Conduct of Trial

1. The trial shall be conducted according to fair and equitable procedures and shall not be bound by common law rules of evidence or procedure.

2. Should an incident result in an allegation that a student(s) has violated both the Honor Code and the general rules of conduct of the College, the Judicial Panel, and not the Honor Council, will review the charges and reach a final disposition. In such situations, two of the three student members on the Judicial Panel will be Honor Council members appointed by the Chair of the Honor Council. There will be no simultaneous or subsequent exploration of the same charge by the Honor Council, and the Judicial Panel Procedures will apply (see "Administration of Undergraduate Policies and Regulations").
3. Every trial shall be conducted by a Council of seven members. In the event that seven members of the Council are not able to hear the case, the trial may proceed with fewer than seven but no fewer than five members but only if the accused gives written consent. Should some of the regular members be unavailable, the Chairperson, with the advice of the members who are available, may appoint any member of the undergraduate student body as a temporary member of the Council. In the absence of the Chairperson, the Vice Chairperson shall perform all the functions that would otherwise be performed by the Chairperson. In the absence of both the Chairperson and Vice Chairperson, the remaining members shall elect an acting Chairperson.
4. The Chairperson of the Council shall preside.
5. The Chairperson may require any person disrupting the orderly proceedings of the trial to leave.
6. The Chairperson reserves the right to declare a recess at any point in the trial.
7. The accused and all witnesses shall be reminded that lying in an Honor Council trial is itself a violation of the Honor Code.
8. Questioning
 - a. The questioning of the accused and all witnesses shall be initiated by the chairperson of the investigating committee. When the chairperson of the investigating committee has completed questioning each member of the Council shall have the privilege of asking additional questions.
 - b. Then the accused may ask the witness questions, except when the right to question a witness who could not appear has been waived. If the chair of the investigating committee has written testimony from a material witness who cannot appear, it is necessary to secure a written statement from the accused waiving the right to question that witness in order to introduce such evidence.
 - c. When this questioning is completed, the witnesses may be asked additional questions by any member of the Council. The accused may then ask additional questions and so on, until all parties are satisfied, for the time being, that the witnesses can furnish no further information.
9. Hearsay evidence may be heard, at the discretion of the chairperson, when some useful purpose may be served thereby and there is some guarantee of its reliability.
10. The chairperson shall pass on all questions raised as to relevancy of proffered evidence and, where no unfairness is likely to result, may depart from the order of procedures set forth in above provisions. 11. Where the evidence consists in whole or in part of written work or other exhibits, the accused shall be permitted to examine the material during the course of the trial.
12. Witnesses may be recalled by the accused or at the discretion of the Chairperson of the Council.
13. No trial shall be held on Sunday or any religious holiday if anyone connected with the trial objects in good faith to its being so held.
14. Any student who, in the opinion of the Council, refuses to testify frankly and fully shall be reported to the Chairperson of the Discipline Committee of the College.
15. No one except the seven members of the Council hearing the case shall be present while the Council deliberates its finding and the penalty to be imposed, if any.

16. If six or more of the seven members of the Council participating in a trial shall believe the accused guilty beyond a reasonable doubt, he/she shall be deemed guilty as charged; otherwise, he/she shall be acquitted. There shall be no abstaining vote. In determining guilt or innocence, it is not proper to consider extraneous matters not brought out at the trial.
17. The Council, after finding the accused guilty, shall by five-sevenths' (5/7) vote of the Council recommend the penalty.
18. If the finding is one of guilt, that fact shall be reported in writing to the Dean of Students along with the recommended penalty and any alleged exceptional extenuating circumstances.

The accused should be notified only of the finding of guilt, in writing, and told that the Dean of Students will in due course notify him/her of the penalty.
19. If the finding is one of innocence, that fact shall be reported in writing to the Dean of Students. The accused should be notified in writing of that finding and cautioned that the trial may be reopened for good cause within a period of two weeks at the written request of any interested persons.
20. A verdict of acquittal is not final during the two week period, and the case may be reopened for good cause shown at the request of any interested party. The members of the Council who sat on the first trial will decide whether the trial shall be reopened. A request to reopen shall be made in writing to the Chairman by the interested party. The trial shall be reopened only if there is newly discovered evidence, provided that the availability of such evidence was unknown at the time of the first trial and provided further that such evidence, in the opinion of the majority of the Council, would likely change the result of the original trial. If so reopened, it is to be regarded as a new trial.
21. If an open trial has not been requested, upon the written request of the accused, an observer acceptable to the Honor Council and to the President of the College shall be permitted to be present during the trial. The College in such an event may also designate a suitable person to act as an observer. Observers, unless called as witnesses, shall take no part in the proceedings and shall not be present during the deliberations of the Council.
22. The secretary of the Council shall take and keep minutes of the proceedings as well as make a tape recording of the proceedings.
23. If the accused is acquitted, the minutes and recordings of the meeting shall be kept for at least two weeks and shall be destroyed immediately thereafter, unless the case has been reopened for good cause.
24. The minutes of any trial may be inspected by the President of the College, the Associate Provost, the Dean of Students, or their designated representatives. Others may inspect the minutes in the presence of two or more members of the Council after first having satisfied the Council of their legitimate interest in the case. The recommendations of the Council as to penalty shall become a part of the minutes, from and after the notification of the accused by the Dean of Students of the penalty imposed, and not before such notification.
25. Any member of the Council who is an accuser or a witness in a case is automatically disqualified from serving on the Council in the trial of that case. A member may also disqualify himself/herself or may be disqualified by the Chairperson in any case because of interest, bias, close relationship to the accused or to the accuser, or for any other good reason.
26. No member of the Council shall communicate in any way with any person not a member of the Council about any case while that case is being tried. After trial, except under unusual circumstances, both discretion and good taste require continued secrecy.

Sanctions for a Breach of Honor

A violation of the Honor Code is normally punished by separation from the College, either permanent or temporary, although this penalty may be modified when, in the opinion of the Council, conclusive reasons for doing so exist. A list of possible sanctions fol-

lows (refer to pp. 120 for definitions):

1. Warning
2. Task Participation
3. Disciplinary/Honor Probation -
NOTE: If placed on probation as part of the penalty, the student becomes ineligible for election to the Honor Council for the duration of the probationary period.
4. Suspension
5. Contingent Dismissal
6. Permanent Dismissal

In addition, it is customary, if the offense is related to a course(s), for the Honor Council to recommend to the faculty member(s) failure on tests, quizzes, assignments or examinations and/or failure in the course.

If, after trying a case, six of the seven members of the Council are convinced of the guilt of the accused and so cast their votes in a secret ballot, the Honor Council shall immediately report its findings and recommendations to the Dean of Students.

Conduct of Post-Trial Review

After reviewing a case, the Dean of Students shall notify the accused and the Council of the final verdict and penalty. The Dean of Students shall have the parents, where appropriate, informed and shall have the facts recorded on all official records.

In the event the Dean of Students feels that the rights of the accused have, in some manner, been violated to such an extent that an unjust verdict or penalty may have resulted therefrom, the Dean of Students shall declare a mistrial and so inform the accused and the Council, along with the reasons for so declaring. The Council shall then open a new trial to deal with the same charge. If the Dean of Students feels that the evidence does not justify the findings of the Council, that College official may then set aside these same findings, informing the accused and the Council of the reasons for so doing. The Council shall then have the right to appeal to the President of the College. If the decision to set aside the findings is sustained, the accused and the Council shall be so informed.

Appeal

1. Accused: See #19 under "Rights of the Accused."
2. Honor Council: See #2 under the "Rights of the Council."

Public Notice of Action Taken

Twice each semester, a compilation of the cases, charges, verdicts, and penalties for those trials which occurred in the interval since the last publication shall be sent to the editors of the *Flat Hat* and the *William and Mary News* and to the news director of WCWM along with a request that it be printed or broadcast in a conspicuous yet tasteful manner. The notices shall make no mention of any names.

Reopening Cases

No case shall be reopened after the expiration of two weeks from its completion before the Council except for newly discovered evidence, provided that the availability of such evidence was unknown at the time of the trial by the party seeking to reopen the case and provided, further, that such evidence, in the opinion of the majority of the Council, would likely change the result of the original trial. In such cases either the accuser, the College, or the accused may ask that the case be reopened. If a case is reopened after the expiration of two weeks from its completion before the Council, it shall be tried anew.

The panel for reinstatement hearings will be no fewer than five of those Council members who heard the original trial; if this is not possible, then there should be no fewer than five members, none of whom sat on the original trial.

In the case of a re-opening decision, all those who sit on the Council will have sat on the original case. If a new trial is approved, then all those who sit on the Council will not have sat on the original case.

After a case has been declared a mistrial, the panel that hears the new trial will be new to the case.

Stale Cases

Any breach of honor alleged to have been committed more than four months before the Honor Council has been informed of the accusation shall be disregarded, unless at least two-thirds of the Council believe there has been just cause for delay and that it is still feasible to hold a fair trial.

Amendment

Amendment of these procedures requires three-fourths' vote of the Honor Council concurred in by the President.

ADMINISTRATION OF GRADUATE STUDENT LIFE POLICIES

The discipline of the College is vested in the President by action of the Board of Visitors. The President has delegated disciplinary authority in the case of graduate students to the Provost and other administrative officers as described below.

A. For Graduate Students under the Faculty of Arts and Sciences, The School of Education, and the School of Marine Science

1. Basic Policy

The President has empowered the Provost, Dean of Graduate Studies of Arts and Sciences, and the Deans of the Schools of Education and Marine Science to exercise limited disciplinary authority and to levy penalties of oral or written reprimand and lesser penalties as appropriate. Students so disciplined shall have the right to request a hearing before a discipline committee. Cases involving offenses punishable by suspension or dismissal from the College shall be tried by a discipline committee in accordance with procedures set forth below.

2. Composition of a Discipline Committee

A discipline committee shall be appointed by the Provost in each instance in which a case arises. A discipline committee shall consist of the Dean of Graduate Studies of Arts and Sciences or the Dean of the School of Education or of Marine Science, as is appropriate, as chairperson (who shall not vote in the proceedings); three members of the faculty of the department or school in which the student is pursuing his/her major work; and three graduate students who have been admitted to a degree program under the faculty or school, selected from at least five nominees presented by the graduate student association of that faculty or school. The faculty members of the committee shall not include a faculty member who is pressing charges against the student. In the case of a student in Arts and Sciences, one faculty member and one student member shall be from the same department as the student accused. The Dean shall direct the questioning at the hearing but shall have no vote. Each member of the committee shall have the opportu-

nity to question both the witnesses and the accused.

3. Procedure

A student who has been accused of misconduct shall be given a written statement of the charge and written notification of the composition of the committee appointed to hear the case at least five days in advance of the hearing. The student may submit a written statement to the committee in advance of the hearing. The student must present in writing any challenge of bias against any voting member of the committee no later than 48 hours in advance of the hearing. The challenge shall be decided by the Provost.

The accused shall be present at the hearing. In the event that this individual elects to be represented by counsel, he/she must notify the chairperson of the committee in writing no later than 48 hours before the scheduled time of the hearing. A discipline committee shall have the right to counsel of its own choosing; but such counsel may not question witnesses or the accused, or vote on the finding or penalty. The accused shall have the right to know the evidence on which he/she is being tried, to question accuser(s), and to cross-examine witnesses appearing against him/her. The accused shall have the right to present witnesses in his/her own defense and to present whatever information or evidence he/she deems appropriate to a fair and adequate defense. In the determination of guilt, only the evidence relating to the charge on which the accused is being tried may be considered. However, in fixing a penalty, the prior conduct of the student may be considered. The accused has the right to rebut the record of such conduct presented to the committee. A tape recording of the hearing shall be made, and a student whom a discipline committee has found guilty shall have access to the recording of the hearing.

Although the College considers the testimony and evidence of a hearing and the finding and penalty confidential, it imposes no restraint of confidentiality on the student being tried. A hearing is normally closed; but, upon the request of the accused and when approved by the chairperson and the committee, an open hearing may be held. In the event, however, that the presence of others interferes with the orderly conduct of the hearing, the committee may vote to close the hearing.

Except in cases of oral reprimand, the accused shall be given written notification of the decision of a committee, dated within 24 hours of the conclusion of the hearing. Until so informed, the accused shall be entitled to attend classes and participate in other College functions, unless a committee believes the presence and participation of the individual would constitute a threat to his/her own safety and welfare or to that of other members of the College community, in which case the individual shall be so informed in writing.

4. Sanctions

Among the penalties levied by the appropriate authorities for a violation of rules and regulations are those listed below. Additional penalties of less severity may be employed as appropriate.

- a. Restitution: Requiring a student to reimburse the College or appropriate individual for damage to or misappropriation of property. The penalty of restitution may be accompanied by other sanctions.
- b. Reprimand: Notice, written or oral, constituting a severe reproof and a warning that the behavior of which the student has been found guilty will not be tolerated by the College. It cautions that repetition of the behav-

ior may result in a more severe penalty.

- c. Disciplinary probation: Continued enrollment but under stated conditions, limiting the student's activities, and constituting a warning that further misconduct or violation of College regulations shall be referred to the discipline committee and may result in dismissal from the College.
- d. Suspension: An involuntary separation from the College for a period determined by the committee, during which time the student must leave the campus and is not eligible to participate in classes or any College-sponsored or College-related activities. At the end of that period, the student is automatically eligible for readmission provided there is no other encumbrance upon the individual's readmission.
- e. Required withdrawal with eligibility to apply for readmission: An involuntary separation from the College, during which time the student must leave the campus and is not eligible to participate in classes or any College-sponsored or College-related activities, with a date determined by the committee when the student may apply for read-



mission. In such instances, the student must first satisfy the committee by his/her conduct and record that he/she is in fact entitled to readmission.

- f. Dismissal: Involuntary separation of the student from the College without expectation of readmission. The student must leave campus and is not eligible to participate in classes or any College-sponsored or College-related activities.

5. Right of Appeal

Any student found guilty by a discipline committee shall have the right to appeal the finding and the penalty imposed to the President of the College. The President may delegate his or her authority in such instances to the Provost. Such an appeal must be presented to the President, or his/her designee, through the Dean of Graduate Studies of Arts and Sciences or the Dean of the School of Education or Marine Science, as appropriate, within five calendar days of official notification to the student of the finding of the discipline committee and must clearly state the reasons advanced for reversal or modification of the board's decision. The President or his designee may extend the period within which to file an appeal for good cause.

B. For Graduate Students in the School of Business Administration

1. Title

These rules shall comprise the Code of Conduct for Graduate Students of the School of Business Administration, College of William and Mary.

2. General Conditions Regarding Imposition of Disciplinary Sanctions

- a. No disciplinary sanction may be imposed upon any student without written notice to the accused of the nature and cause of the charge and a fair hearing, which shall include confrontation of witnesses against him/her and the assistance of counsel or an advisor of his/her own choosing.
- b. A student accused of violating an institutional rule is entitled to a hearing before the Disciplinary Board, hereinafter described, and to an appeal from and review of that Board's decision.

An institutional rule includes any rule of the School of Business Administration.

3. Sanctions

Among the penalties levied by the appropriate authorities for a violation of rules and regulations are those listed below. Additional penalties of less severity may be employed as appropriate.

- a. Restitution: Requiring a student to reimburse the College or appropriate individual for damage to or misappropriation of property. The penalty of restitution may be accompanied by other sanctions.
- b. Reprimand: Notice, written or oral, constituting a severe reproof and a warning that the behavior of which the student has been found guilty will not be tolerated by the College. It cautions that repetition of the behavior may result in a more severe penalty.
- c. Disciplinary probation: Continued enrollment but under stated conditions, limiting the student's activities, and constituting a warning that further misconduct or violation of College regulations shall be referred to the Disciplinary Board and may result in dismissal from the College.
- d. Suspension: An involuntary separation from the College for a period determined by the Disciplinary Board, during which time the student must leave the campus and is not eligible to participate in classes or any College-sponsored or College-related activities. At the end of that period, the student is automatically eligible for readmission provided there is no other encumbrance upon the individual's readmission.
- e. Required withdrawal with eligibility to apply for readmission: An involuntary separation from the College, during which time the student must leave the campus and is not eligible to participate in classes or any College-sponsored or College-related activities, with a date determined by the Disciplinary Board when the student may apply for readmission. In such instances, the student must first satisfy the Board by his/her conduct and record that he/she is in fact entitled to readmission.

- f. Dismissal: Involuntary separation of the student from the College without expectation of readmission. The student must leave the campus and is not eligible to participate in classes or any College-sponsored or College-related activities.

4. Proscribed Conduct

Violation of College policies, other than infractions covered by the Honor Code, shall be subject to disciplinary action and, upon conviction, to the imposition of any sanction set forth in Section 3, depending upon the Disciplinary Board's view of the relative seriousness of the violation.

5. Disciplinary Board

The Disciplinary Board of the School of Business Administration shall consist of the Associate Dean for Graduate Studies as chair, who shall not vote in the proceedings; two of the School's faculty members, appointed for one-year terms by the Dean of the School of Business Administration; and two students in the M.B.A. degree program, at least one of whom shall be a full-time student, appointed by the Dean of the School from at least four nominees presented by the M.B.A. Student Association. The concurrence of at least three members of the Board is required for a student's conviction and imposition of a sanction. Where there is no such concurrence for conviction, the accused shall stand acquitted.

6. Initiating the Case

- a. Any academic or administrative official, faculty member, or student may file a charge in writing with the Dean of the School of Business Administration against any student for misconduct. A copy of such charge shall be delivered by the Dean to the accused student.
- b. The Dean may, where the circumstances warrant, conduct a preliminary investigation for the purpose of ascertaining whether the charge can be disposed of informally by mutual consent without setting in motion the disciplinary machinery. Where such investigation has not been made or, if made, fails to resolve the matter, then copies of the charge shall be delivered to the members of the Disciplinary Board.

7. The Hearing

- a. After receiving copies of the charge from the Dean of the School of Business Administration, the Disciplinary Board shall inform the accused student that he/she shall respond to such charge within three school days. A time shall be set for a hearing which shall be not less than two nor more than five school days after the student's response, or after the expiration of the period allowed for such response should there be none.
- b. A separate hearing shall be granted upon request of the accused party or parties involved. In a hearing involving more than one student, severance shall be allowed upon request.
- c. Accused students shall have the right to be assisted by counsel or an advisor of their own choosing.
- d. The Disciplinary Board shall hear the testimony of the witnesses, subject to the right of cross-examination. The production of records and other exhibits may be required.
- e. A verbatim record of the hearing shall be made, except that these minutes should not include the executive deliberations of the Disciplinary Board members. This hearing record shall be made available to the accused student in order to aid in the preparation of an appeal, should there be one.
- f. After the hearing, the Disciplinary Board shall make a full report to the Dean of the School of Business Administration, including a copy of the minutes and the Board's decision.
- g. In no event may a conviction be obtained and sanction imposed solely upon the failure of the accused student to respond to the charge or appear at the hearing. In such a case, the evidence in support of the charge shall nevertheless be presented and considered as if the accused student were present.

8. Appeal

- a. Any student found guilty by the Disciplinary Board shall have the right to appeal the finding and the penalty imposed to the President of the College. The President may delegate authority in such instances to the Vice

President for Academic Affairs. Such an appeal must be presented to the President, or his designee, through the Dean of the School of Business Administration within five calendar days of official notification of the student of the finding of the Disciplinary Board and must clearly state the reasons advanced for reversal or modification of the Board's decision. The President or his designee may extend the period within which to file an appeal for good cause.

- b. An appeal shall be limited to a review of the full record made before the Disciplinary Board for the purpose of determining whether such board acted fairly on the charge and the evidence presented.
- c. The President or appeal body designated by him may affirm the Disciplinary Board's decision or may accept it subject to the reduction of the sanction imposed, may reverse it and dismiss the charge, or may reverse it and remand the case to the Disciplinary Board for a new hearing.
- d. Unless, in the judgment of the Dean, the safety of the institution requires otherwise, a student who has been suspended or expelled shall not be precluded from attending classes while the appeal is pending.
- e. In no event may an appeal result in the imposition of a more severe sanction for the accused student.

C. For Students in the Marshall-Wythe School of Law

1. Title

These rules shall be known as the Code of Conduct of the Marshall-Wythe School of Law, College of William and Mary, hereinafter called the "institution."

2. Conditions to Imposition of Disciplinary Sanctions, in General

- a. No disciplinary sanction may be imposed upon any student without notice to the accused of the nature and cause of the charge and a fair hearing, which shall include confrontation of witnesses against him/her and the assistance of counsel or an advisor of his/her own choosing.

- b. A student accused of violating an institutional rule is entitled to a hearing before the Disciplinary Board, hereinafter described, and to an appeal from and review of that Board's decision.

3. Sanctions

The following sanctions and no others may be imposed upon students:

- a. Restitution: Requiring a student to reimburse the College or appropriate individual for damage to, or misappropriation of, property. The penalty of restitution may be accompanied by other sanctions.
- b. Reprimand: Notice, written or oral, constituting a severe reproof and a warning that the behavior of which the student has been found guilty will not be tolerated by the College. It cautions that repetition of the behavior may result in a more severe penalty.
- c. Disciplinary probation: Continued enrollment but under stated conditions, limiting the student's activities, and constituting a warning that further misconduct or violation of College regulations shall be referred to the Disciplinary Board and may result in dismissal from the College.
- d. Suspension: An involuntary separation from the College for a period determined by the Disciplinary Board, during which time the student must leave the campus and is not eligible to participate in classes or any College-sponsored or College-related activities. At the end of that period, the student is automatically eligible for readmission provided there is no other encumbrance upon the individual's readmission.
- e. Required withdrawal with eligibility to apply for readmission: An involuntary separation from the College, during which time the student must leave the campus and is not eligible to participate in classes or any College-sponsored or College-related activities, with a date determined by the Disciplinary Board when the student may apply for readmission. In such instances, the student must first satisfy the Board by his/her conduct and record that he/she is in fact entitled to readmission.
- f. Dismissal: Involuntary separation of

the student from the College without expectation of readmission. The student must leave the campus and is not eligible to participate in classes or any College-sponsored or College-related activities.

4. Proscribed Conduct

Except for such forms of dishonesty which lie within the exclusive jurisdiction of the Judicial Council of the institution and the Honor Code of the College of William and Mary, violation of College policies shall be subject to disciplinary action and upon conviction, to the imposition of any sanction set forth in Section 3, depending upon the Disciplinary Board's view of the relative seriousness of the violation.

5. Disciplinary Board

The Disciplinary Board of the institution shall consist of two faculty members, appointed for one-year terms by the Dean of the institution, and two law students, namely the incumbent President of the Student Bar Association and the incumbent Chief Justice of the Judicial Council. The concurrence of at least three members of the Board is required for a student's conviction and imposition of a sanction. Where there is no such concurrence for conviction, the accused shall stand acquitted.

6. Initiating the Case

- a. Any academic or administrative official, faculty member, or student may file a charge, in writing, with the Dean of the institution against any student for misconduct. A copy of such charge shall be delivered by the Dean to the accused student.
- b. The Dean may, where the circumstances warrant, conduct a preliminary investigation for the purpose of ascertaining whether the charge can be disposed of informally by mutual consent without setting in motion the disciplinary machinery. When such investigation has not been made or, if made, fails to resolve the matter, then copies of the charge shall be delivered to the members of the Disciplinary Board.

7. The Hearing

- a. After receiving copies of the charge from the Dean of the institution, the Disciplinary Board shall inform the

accused student that he/she shall respond to such charge within ten school days. A time shall be set for a hearing which shall be not less than five or more than ten school days after the student's response, or after the expiration of the period allowed for such response should there be none.

- b. The hearing shall be private if requested by the accused student. In a hearing involving more than one student, severance shall be allowed upon request.
- c. An accused student shall have the right to be assisted by counsel or an advisor of his/her own choosing.
- d. The Disciplinary Board shall hear the testimony of the witnesses on both sides of the case, subject to the right of cross-examination of the other side. The production of records and other exhibits may be required.
- e. A verbatim record of the hearing shall be made, except that these minutes should not include the executive deliberations of the Disciplinary Board members. This hearing record should be made available to the accused student in order to aid him/her in the preparation of an appeal, should there be one.
- f. After the hearing, the Disciplinary Board shall make a full report to the Dean of the institution, including a copy of the minutes and the Board's decision.
- g. In no event may a conviction be obtained and sanction imposed solely upon the failure of the accused student to respond to the charge or appear at the hearing. In such a case, the evidence in support of the charge shall nevertheless be presented and considered as if the accused student were present.

8. Appeal

- a. Any student found guilty by the Disciplinary Board shall have the right to appeal the finding and the penalty imposed to the President of the College. The President may delegate his authority in such instances to the Vice President for Academic Affairs. Such an appeal must be presented to the President, or his designee, through the Dean of the School of Law within



five calendar days of official notification of the student of the finding of the Disciplinary Board and must clearly state the reasons advanced for reversal or modification of the Board's decision. The President or his designee may extend the period within which to file an appeal for good cause.

- b. An appeal shall be limited to a review of the full record made before the Disciplinary Board for the purpose of determining whether such board acted fairly on the charge and the evidence presented.
- c. The President or appeal body designated by him may affirm the Disciplinary Board's decision, or may accept it subject to the reduction of the sanction imposed, or may reverse it and dismiss the charge, or may reverse it and remand the case to the Disciplinary Board for a new hearing.
- d. Unless, in the judgment of the Dean, the safety of the institution requires otherwise, a student who has been suspended or expelled shall not be precluded from attending classes during the pendency of an appeal.
- e. In no event may an appeal result in the imposition of a more severe sanction for the accused student.

THE HONOR CODE (Graduate Students)

The College of William and Mary has traditionally operated in all departments of instruction under an Honor Code administered entirely by students. The basic premise of the Code is, in the simplest terms, intellectual honesty, the *sine qua non* of scholarship. It is assured that, to students embarking upon professional academic study, the absolute necessity of adhering to this principle in their professional lives and insisting upon it in the professional lives of others is self-evident.

The undergraduate and each of the graduate student bodies separately administers the Honor Code for its own members. Among graduate student bodies, differences in professional requirements and organization occasion variations in procedure, which are described below, but all conform to the principles established in the "Statement of Rights and Responsibilities."

A. For Graduate Students under the Faculty of Arts and Sciences, The School of Education, and The School of Marine Science

The Graduate Student Association of Arts and Sciences, the Graduate Student Association of Marine Science, and the School of Education Graduate Student Association shall each appoint an Honor Council from among their members, at the beginning of every fall semester, to serve for one year. The number of members and the manner of selection shall be prescribed by each association's bylaws. The appointment authority shall designate one Council member as chairperson; and the president of each association shall report the names of the members chosen to the Dean of Graduate Studies of Arts and Sciences or the Dean of the School of Education, as is appropriate.

Allegations of honor violations shall be reported to the Chairperson of the appropriate Honor Council, who shall arrange for a hearing.

In conducting a hearing, the Council shall follow the same procedures as prescribed in the foregoing section for a discipline committee, with the exception that the Council Chairperson shall act in place of the Dean and shall have a vote. A majority of the Council shall determine the verdict and, if the finding is "guilty," may recommend penalties ranging from reprimand to dismissal to

the Dean of Graduate Studies of Arts and Sciences or to the Dean of the School of Education or of Marine Science, as is appropriate. The accused shall have the right of appeal as prescribed in the foregoing section on a discipline committee.

The person who charges another with violation of the Honor Code has the right to be present at the trial during presentation of the evidence and the questioning of witnesses, in order to be satisfied that the complaint is properly heard, and to be informed by the Dean of Graduate Studies of Arts and Sciences or the Dean of the School of Education or of Marine Science, as appropriate, of the Council's finding and the penalty imposed, if any.

No one except the members of the Council hearing the case shall be present while the Council deliberates its finding and the penalty to be imposed, if any.

Infractions of the Honor Code

Infractions of the Honor Code are defined as follows:

1. **Cheating.** Fabricating written assignments, giving aid to any student or receiving aid without the consent of the professor on tests, quizzes, assignments, or examinations, and the act of plagiarism with intent to deceive are violations of the Honor Code. Consulting unauthorized materials on tests, quizzes, assignments, or examinations shall constitute *prima facie* evidence of the intent to subvert the purpose of the exercise and shall be interpreted as cheating.

Plagiarism is the act of presenting the information, ideas, or phrasing of another person as if they were one's own. Such an act is plagiarism whether by ignorance of proper scholarly procedures, failure to observe them, or deliberate intent to deceive. Plagiarism with intent to deceive is a violation of the Honor Code. The presence of a significant amount of plagiarized work shall constitute *prima facie* evidence of this intent.

Regardless of the reason, plagiarism is a violation of the standards of scholarship which the College endeavors to teach. While these standards encourage the constructive use of materials for reference and research, they also demand the honest acknowledgment of all sources of help. If the instructor

should determine that such acknowledgment is not made according to the accepted procedures in the scholarly discipline involved, he/she may take into consideration such lack of scholarly standards when assigning a grade for the course.

2. **Stealing in Academically Related Matters.** Stealing in academically related matters is the act of taking, or appropriating, without right or leave, that which belongs to another with intent to achieve an unfair advantage in academic matters.

Removing books from the College Library without checking them through the proper channels is stealing. Student use of the College Library is subject to the principles of the Honor Code. The open-stack system is in effect; that is, students may browse in the stacks, and the students themselves assume responsibility for checking out books at the circulation desk. The alternative to the open-stack system is a closed-stack, under which students are not free to browse but, rather, must give the titles of books they are interested in to a clerk who locates the books. The advantage to the students of the open-stack system in terms of ease of research and intellectual stimulation makes the open-stack system preferable. The system can continue, however, only so long as students assume their obligations under the Honor System to obey Library regulations.

3. **Lying.** Lying is the intentional statement of an untruth made with deliberate intent to mislead another about other than trivial matters. If an individual tells an untruth concerning some matter but, later, on his/her own initiative, tells the truth concerning the same matter before he/she is confronted with committing a breach of honor, this shall be considered in his/her favor in dealing with his/her case and determining the penalty.

Forgery is considered an act of lying. It includes the unauthorized signing of a College document.

Falsely testifying before an Honor Council is itself an honor offense. If

an individual is being tried for an offense of the Honor Code on one count and, in the opinion of the Council, lies while appearing before an Honor Council, he/she shall be accused of committing an additional breach of honor. In such cases, a new trial shall be held to determine the guilt or innocence of the accused on the additional charge of lying.

Amendment

The Honor Code for graduate students under the Faculty of Arts and Sciences, the School of Education, and the School of Marine Science may be amended upon the recommendation of the appropriate graduate student association, with the concurrence of the President of the College, upon the advice of the Graduate Dean of Arts and Sciences or the Dean of the school involved.

Constitutional Provisions Regarding Selection of an Honor Council

1. Bylaws of the Graduate Student Associations for Arts and Sciences and for Marine Science Regarding Selection of an Honor Council

The Council of the Graduate Student Association for Arts and Sciences and the Council of the Graduate Student Association for Marine Science, in September of each year, shall each appoint five of its members to serve as its Honor Council, designating from among them a Chair and a Vice Chair, and shall appoint two of its members in addition to serve as alternates for its Honor Council. The Presidents of the Graduate Student Associations shall inform the Dean of Graduate Studies of Arts and Sciences or the Dean for the School of Marine Science, as appropriate, of the names and addresses of the persons appointed.

2. Article X of the Constitution of the School of Education Graduate Student Association Relating to the Appointment of an Honor Council

Honor Council

The President of the School of Education Graduate Student Association shall be the Chair of the School of Education Honor Council. The Chair shall appoint four additional members to the Honor Council when an infraction has been referred to the Coun-

cil for action. If possible, at least one member shall be appointed from each program in the School of Education.

Reporting of Honor Violations

Suspected Honor Code infractions may be reported to the Dean of the School of Education or the Chairman of its Honor Council.

B. For Graduate Students in the School of Business Administration

The graduate student body of the School of Business Administration shall elect an Honor Council from its members, at the beginning of every Fall semester, to serve for one year. The Council members shall be ten in number, eight regular members and two alternate. The members shall select one of their regular members to serve as Chairperson. The Chairperson shall report the names of the members chosen for the Council to the Associate Dean for Graduate Studies of the School of Business Administration.

Allegations of honor violations shall be reported to the Chairperson of the Honor Council, who shall arrange for a hearing.

In conducting a hearing, the Council shall follow the same procedures as prescribed in the foregoing section for a disciplinary board, with the exception that the Council Chairperson shall act in place of the Dean and shall have a vote. A majority of the Council shall determine the verdict and, if the finding is guilty, may recommend penalties ranging from reprimand to dismissal to the Associate Dean for Graduate Studies of the School of Business Administration. The accused shall have the right to appeal as prescribed in the foregoing section on a disciplinary board.

The person who charges another with violation of the Honor Code has the right to be present at the trial during presentation of the evidence and the questioning of witnesses, in order to be satisfied that the complaint is properly heard, and to be informed by the Associate Dean for Graduate Studies of the School of Business Administration of the Council's finding and the penalty imposed, if any.

No one except the members of the Council hearing the case shall be present while the Council deliberates its finding and the penalty to be imposed, if any.

Copies of the Honor Code of the School of Business Administration are distributed to all students at the beginning of their first se-

mester of study. Additional copies are available through the Offices of the Dean and the Master of Business Administration Association.

Infractions of the Honor Code

Refer to statement in preceding section, pp. 137.

Amendment

The Honor Code for graduate students in the School of Business Administration may be amended upon the recommendation of the Master of Business Administration Association, with the concurrence of the President of the College, upon the advice of the Dean of the School of Business Administration.

C. For Graduate Students in the Marshall-Wythe School of Law

The Judicial Council is responsible for investigating Honor Code violations and for interpreting the Student Bar Association Constitution and Bylaws.

Copies of the Honor Code of the Marshall-Wythe School of Law are distributed to all students in the Law School during orientation. Additional copies are available from the Offices of the Dean and the Student Bar Association.



OFFICE OF RESIDENCE LIFE

Student Housing Agreement 1990-91

The Office of Residence Life has overall responsibility for management of the residence halls. This includes the hiring, supervision and training of professional and student staff, housekeeping, maintenance, management of the budget, and student services. Questions concerning residence life should be directed to a member of the ORL staff, or this office, which is open 8 a.m.-5 p.m. Monday through Friday. Before signing a contract card students should familiarize themselves with this Housing Agreement.

CONTRACT PROVISIONS

1. Contract Periods

This is a legally binding contract and is specific to the room indicated on the Residence Hall contract card. Prior to occupancy, a contract card must be signed and dated as evidence of acceptance of the terms, conditions, and regulations which are stated in this Agreement. Failure to pick up a key does not release the student from this Agreement. Space will be held only until the end of the first day of classes, unless prior written notification of late arrival is received by the Office of Residence Life. The terms of this agreement are for one academic year, from the date of occupancy (or from the time keys are issued) until 12 noon on the day following Commencement in May and cannot be broken midyear. In the event of graduation, withdrawal from the College, or a resident being discharged from the hall, this Agreement is terminated immediately and, after the expiration of 48 hours, the College will be entitled to immediate possession of these premises. The residence halls are not open for occupancy during the Semester Break (with the exception of graduate and family housing). Students who wish to stay on campus for the Thanksgiving break must make special arrangements with the Office of Residence Life.

2. Residence Requirements

- a. Only registered and currently enrolled William and Mary students are eligible to reside in College housing.
- b. All freshman students, except those who commute daily within a 30 mile radius from the homes of their parents or legal guardians, are required to live in college housing. Freshman status for the purpose of this policy is defined as residence in college housing for less than two semesters. All other students may choose to live off campus. Unclassified students and those carrying a part-time program of studies are not normally eligible for accommodations in college housing except on a space available basis.
- c. The movement of a freshman student assigned to a freshman residence hall to an upperclass residence hall or off-campus is not permitted except under seriously extenuating circumstances.
- d. Violation of these requirements will be punishable by penalties ranging from a warning to dismissal and may include the loss of eligibility to reside in College housing.

3. Deposits, Fees, Charges and Refunds

a. Room Reservation Deposit

To request a room in a College residence, a currently enrolled student must pay a \$100 deposit by the advertised deadline date and sign a contract with the College at the time of assignment to a room. This \$100 Room Reservation Deposit serves as the student's indication that he/she wishes to reside in College housing. It is NON-REFUNDABLE except in the event the resident is suspended, required to withdraw, expelled, academically dropped, selected to participate in an approved overseas study program, unable to enroll due to illness, or eliminated from the lottery process (only if both parties request a refund in order to move off campus together). In either case these refunds will only be approved up until 5 p.m. the evening prior to the first day of the Room

Selection Process. Upon occupancy of the assigned accommodation, the Room Reservation Deposit will be credited toward the total room rent due to the College.

b. Room Damage Deposit and Damage/Loss Charges

As a condition of room occupancy all students must pay the College a \$75 Room Damage Deposit prior to occupying the room (exceptions are not made for students on scholarships). This \$75 deposit shall be refunded within 30 days of termination of this Agreement, if and when the resident will not be residing in a College residence hall during the subsequent semester. Damage claims upon final departure will be deducted from the \$75 deposit. Damage charges during occupancy will be billed directly to the resident. All bills must be paid by their due date except when a letter of appeal has been filed with the Associate Director of Residence Life according to the procedures set forth in Section 6b. "Damages".

Failure to pay the Room Damage Deposit, or to clear outstanding bills will be considered a violation of the Housing Agreement and may result in (a) ineligibility for participation in the room selection process or special interest housing membership, (b) ineligibility for official check-in procedures, i.e., obtaining key/card key, and (c) withholding of registration materials/transcripts.

c. Room Rent and Adjustments

The resident agrees to pay the College in advance, on a semester basis, the rent established for the room which is assigned. The initial rate for assigned space at which the resident is billed for the assigned space (except for clerical error) is guaranteed for the entire academic session unless the occupancy level of the room changes or the resident changes to another room and the rate for the new room is different, then a refund or additional payment will be required. After October 29 (Fall) or after March 11 (Spring), room rate adjustments are not made.

If a space becomes available in a room because a roommate has not been assigned or a roommate moves out, the Office of Residence Life reserves the right to fill the vacancy. If spaces are not needed at the time, the resident may choose to continue to live in the room at an increased rate for the balance of the semester and be assured that the College will not assign someone to that space. A "double as single" rate shall be charged equal to cost of the current rate plus the prorated amount of one half the cost of the remaining half of the room.

The resident is not permitted to transfer or sublet his/her assigned premises.

c. Refunds

If the resident withdraws from College during the course of the semester, refunds of the room rent shall be granted in accordance with the provisions explained in the current edition of the College Catalog. No refunds shall be given to persons who are required to withdraw by the College because of a failure to meet obligations under the Housing Agreement or for other reasons, who withdraw after the first 60 days of the semester, who are discharged from residence, or who, while remaining enrolled at the College, move out of the residence hall.

4. Changing Rooms/Withdrawal

a. Changing Rooms

Requests to change rooms or roommates must be approved by the Area Director or Assistant Director of Residence Life. The resident may not move his/her residence from one room to another without prior written consent from the Office of Residence Life. Violation of this requirement shall result in a \$25 charge and obligation to move back into the original assignment and is a violation of this Agreement punishable by College judicial action and/or termination of the Housing Agreement. Requests for room switches will not be allowed until two weeks from the first day of classes at the beginning of each semester.

b. Withdrawal

Should the resident withdraw or be separated from the College or its residence halls for any reason, the resident will vacate the residence hall and return keys within 48 hours. Exceptions to this provision may be authorized for good cause by the Assistant Director of Residence Life. Exceptions will normally be granted in the event that the resident has an appeal pending before the proper authorities, the outcome of which could affect eligibility for residence.

5. Facilities

The College will provide accommodations in a structurally sound and habitable condition, subject to normal wear and tear, and will provide routine maintenance of that space, its furnishings and fixtures. While the College will be responsible for the routine maintenance and housekeeping of all public area spaces, it is expressly understood that upon occupancy the resident is responsible for the daily care and cleaning of the assigned space in which he or she resides and for reporting maintenance problems. The College will provide electrical power, heat and water and maintain these utilities under controllable conditions.

6. Room Inspections, Damages and Repairs

a. Room Condition Reports/Inspections

All residents must inspect their rooms at the time of occupancy and record in detail any damages and/or deficiencies that exist in the room on the Room Condition Report (R.C.R.) supplied by the Office of Residence Life. The resident is responsible for thoroughly checking the room and verifying that all damages and/or deficiencies are documented. The resident's signature on the R.C.R. implies that the conditions recorded at check-in are accurate. A final inspection will be made by a Residence Life staff member, after final departure by the resident, to determine any additional damage done to the room since the initial completion of the R.C.R.

b. Damages

The resident (and roommate(s) where assigned) is responsible for damages to his/her room, damage and/or loss to the furnishings and fixtures which the College places therein. Likewise, the resident agrees to pay for the restoration of the property to its condition at the time of occupancy, or for appropriate repairs or replacement (except normal wear and tear), unless the identity of others responsible for the damage or loss is known. This responsibility extends throughout the designated contract period regardless of the resident's date of checkout at the end of the year. For this reason, students should assure that all windows and doors to the room are locked and secured before their final departure at checkout. It is also understood that the resident is responsible for any damage or loss which he/she may cause to the common areas of the residence halls and their furnishings including vending machines and other equipment placed in the residence halls as a convenience to the residents.

Charges for damages, cleaning, replacement of furniture, etc., shall be divided by the number of students assigned to the room. If one or more roommates assume responsibility for damages, cleaning, replacement of furniture, etc., a written statement signed by the responsible party must be submitted to the Area Director indicating who specifically should be charged. Charges will not be assessed to one roommate based on one roommate's claiming another responsible.

The resident agrees to pay a prorated share of the College's cost to repair and maintain common areas which, other than ordinary wear and tear, are needed, unless the identity of others responsible for the damage or loss is known. Common areas include corridors, recreation rooms, kitchens, study rooms, living rooms, laundry rooms, public baths, and lounges. When damage occurs the student(s) will be billed directly for the repairs.

Damages may also result in College judicial action. Those students who are responsible for vandalism or theft may be removed from and/or denied future housing in College residence halls.

In the event the resident wishes to contest the charges for damages, the following procedure is prescribed:

1. Contact in writing the Area Director for the building in which the alleged damage occurred.
2. If the matter is still unresolved, contact in writing the Associate Director of Residence Life to initiate the appeals process.
3. Appeals will be heard by the Student Association Council (SAC) Appeals Board consisting of three representatives from the SAC (one of whom shall serve as the chairperson) and the Associate Director of Residence Life.
4. The Appeals Board's decision may be appealed in writing to the Dean of Students.
5. Charges must be appealed in writing within thirty days of the date of the bill. Bills received during the summer must be appealed in writing before validation in the Fall.

c. Repairs

Requests for repairs should be filed by the resident on a Work Order Request form and given to a Residence Life staff member. If the repair is not made within a reasonable amount of time, a second Work Request should be submitted by the resident. If the repair is still not made, the Area Director should be notified of the situation and given the opportunity to resolve the problem. Because of the age and diversity of facilities, some delays occur. If after a reasonable amount of time, the repair is not made or sufficient reason for the delay provided, the resident may appeal to the Associate Director for a rent rebate or other solution. Rebates are granted only in cases where the resident has proven the College to be negligent or unresponsive in the solution of the problem. The decision of the Associate Director concerning the rebate

may be appealed to the SAC Appeals Board, who makes the final decision on the matter.

7. Painting Rooms

Student rooms are painted on a rotating schedule administered by the Office of Residence Life. Those students who choose to paint their rooms may obtain paint from the College by completing the appropriate form, available in the Office of Residence Life. Only approved colors of paint will be provided. Failure to follow these procedures may result in charges to repaint the room.

8. Furnishings in Student Rooms

Each room is provided with one bed, springs, mattress, chest, desk, a chair per student, and one telephone per room. Other furnishings will vary according to the individual residence hall. College furniture may *not* be removed from a resident's room.

a. Telephones

Each room is equipped with a telephone, and campus and local service is provided within the annual room rent. Additional services are available from the Office of Telecommunications.

9. Keys and Card Keys

Each resident will receive a room key and either a card key, front door key or the combination to their front door lock. Residents will initial their RCR indicating that they have obtained their key, card key, or combination. Residents who withdraw, change rooms, or otherwise leave College housing must return their keys to the Area Director within 48 hours. At final check-out keys must be received by the Area Director by 12:00 noon on the day following Commencement. If a key or card key is lost or not returned according to the above deadlines, a \$25 charge per key and \$5 per card key will be assessed. Unauthorized copies of keys will not be accepted. Residents may not change or add locks (including chain locks, deadbolts, etc.).

10. Safety and Security

An electronic card key or other security system is employed in the residence halls for the protection of the residents. While

College is in session all the residence halls should be secured 9:00 p.m.-7:00 a.m. Sunday-Saturday.

Individual residence halls may be locked at earlier hours and unlocked at later times if the Residence Hall Council decides.

For reasons of safety, the roofs (except for specifically designated sun decks of DuPont, Hughes and Munford) porches and window ledges, and mechanical equipment rooms of all College buildings are restricted areas, and they may not be entered.

Residents are responsible for their personal security and that of their belongings within College facilities. With this in mind, doors should be kept locked when the residents are out or asleep. College policy prohibits staff members from unlocking room doors for anyone other than the occupant(s) (except in those cases outlined in the "Statement of Rights and Responsibilities" included in the *Student Handbook*). Individuals observed in the hall who are not residents or guests should be reported immediately to a Residence Life staff member or Campus Police.

11. Storage

The College will not store College furnishings outside the resident's room. Personal belongings in metal containers may be stored in selected storage areas of the residence halls only during the academic year. All personal belongings must be removed from these storage areas at the end of the regular academic school year. The College will discard or auction items not removed from these areas.

Summer storage is very limited and restricted to the following areas: Landrum Attic, Munford Basement, Dupont Basement, and the Bryan Hall Attic. Because of fire regulations prohibiting storage in cardboard and wood boxes, all stored items must be in trunks or locked metal containers labelled with name, residence hall address and date. Refrigerators, bicycles, and lofts may be stored, but lofts must be disassembled and securely bundled. Access to items stored over the sum-

mer may not be gained until the official opening of the residence halls in the fall. Absolutely no carpets, rugs, sofas, chairs (or any other furniture items) may be stored.

Note: Storage is at your own risk. The College is not responsible for theft or damage.

12. Lofts

Residents may construct lofts in their rooms. Lofts must meet the guidelines listed in the Loft Information Sheet. The College assumes no responsibility for injuries related to student constructed lofts; therefore, residents are urged to be careful in the design and construction of lofts. Full room lofts are prohibited.

13. Electrical Appliances

a. Cooking appliances

Toaster ovens, electric fry pans, hot plates, and all appliances with open heating elements are prohibited in student rooms. Coffee pots, hot pots, popcorn poppers and microwaves are permissible.

b. Refrigerators

Only refrigerators which meet the following specifications will be permitted in student rooms:

1. Maximum capacity of 5.8 cubic feet.
2. Maximum amperage of 1.6 amperes.
3. Underwriters Laboratory (UL) or equivalent certification label.

Each student who has a refrigerator is urged to be careful in its operation. Reasonable care of the cleanliness of the unit, including defrosting, should occur as well as periodic checks on the wiring to insure safe operation. All room refrigerators must be defrosted and unplugged over the Semester Break.

c. Air conditioners

Air conditioners are not permitted unless a medical exemption is provided by the Student Health Center to the Office of Residence Life prior to installation. Room units must be wired for

110-120 volts and should not exceed 5,000 BTUs. Students should have their physician send such requests directly to the Student Health Center. Failure to remove unapproved units may result in College judicial action. Air conditioners are not permitted in the first floor rooms of Sorority and Galt Houses due to the presence of security screens.

14. Central Air-Conditioning

Room rates are not based on the presence of air-conditioning. To help maintain low utility costs, all central air-conditioning in the residence halls will be turned off no later than October 15 and will not be turned on until April 15 (at the earliest).

15. Fire Safety

Fire safety equipment in the residence halls is in compliance with Virginia State fire codes and should be used only for the purposes intended. Residents and guests should not tamper with fire extinguishers, smoke detectors, fire alarm horns, pull stations or other fire equipment. Violation of this regulation is a serious offense which may result in the resident being removed from the residence hall and denied future on campus housing and/or other College judicial action.

Failure to evacuate during a fire drill or returning to the building before the authorities approve re-entry also constitute violations of fire safety regulations.

For reasons of safety and energy efficiency residents should assure that there is six inches of clearance in front of all heating units, and should not overload electrical outlets.

16. Open Flames

Open flames (from candles, oil lamps, etc.) are prohibited in all residence halls. Residents may make use of working fireplaces.

17. Fireworks, Firearms, and Weapons

Firearms, weapons, fireworks and explosives are not permitted in the residence halls.

18. Animals

To preserve the health and safety of the residents, animals (mammals, reptiles,

etc.) are not permitted in the residence halls or otherwise on the College premises. Fish in bowls or aquariums (no larger than 20 gallons) are permissible.

19. Water Beds

Water beds are prohibited in student rooms.

20. Solicitation and Posting Requirements

Residents may not solicit or operate a business from their room or anywhere else in the residence halls without prior written approval from the Associate Dean of Student Affairs. Posters, flyers, etc. may only be posted on bulletin boards and must meet the requirements stated in the *Student Handbook*.

21. Laundry

The College does not provide laundry or linen service to its residents. Most of the residence halls are equipped with coin operated washers and dryers.

22. Exterminating Services

Residents must take care in keeping their own rooms clean so as to prevent insect infestation. The College is under contract with an exterminator to respond to specific insect and pest problems. This service must be requested through the Residence Life staff.

23. Motorcycles and Bicycles

Motorcycles and other motorized vehicles are not permitted in the residence halls. Bicycles are permitted only in designated bike storage areas or in student rooms but not in hallways, stairways, lounges, kitchens, bathrooms, etc. The College reserves the right to remove vehicles in violation of this provision and will not be held liable for damage to the vehicle or the device used to secure it. Impounded vehicles may be recovered through the Campus Police office. Residents will be assessed charges for removal and will be subject to College judicial action.

24. Alcoholic Beverages

In accordance with Virginia state law, students under 21 years of age may not possess or consume alcoholic beverages. Students 21 years of age or older may possess and consume alcoholic beverages in the privacy of their own rooms or at functions

which have been registered according to the "Scheduling Request for Events Where Alcoholic Beverages Will Be Present/or Served." Violators will face College judicial action.

25. Insurance

State law requires that the College not be held liable for any loss or damage to property resulting from fire, theft, casualty, or any cause, or for personal injury occurring within the leased premises. IT IS STRONGLY RECOMMENDED THAT PERSONAL PROPERTY INSURANCE BE OBTAINED BY EACH STUDENT.

26. Guests

Guests are expected to abide by all College and residence hall rules and regulations. The resident is responsible for the behavior of his/her guests, including restitution for damage to College facilities. Overnight guests may stay with the resident with the consent of the roommate(s). Extended visits are not permitted.

27. Searches

A resident's room or possessions on campus will not be searched by College authorities, unless there is reasonable cause to believe that a resident is using his/her room for purpose in violation of Federal,

State or local law or of College regulation, and unless a certificate authorizing the search has been issued and signed by the Vice President of Student Affairs. The certificate shall state the source of information, the violation, the location of the search, the materials to be seized or information sought, and the name(s) of the person(s) authorized to conduct the search.

Also, official police agencies have the authority to conduct searches or to make seizures or arrests when acting in accordance with the provisions of the Code of Virginia.

28. Inspections

It is expressly understood that authorized personnel may enter the room periodically for the purpose of assuring fire protection, safety, sanitation or proper maintenance and use of the College's furnishings, fixtures, and facilities. Any such inspections, except in the case of emergencies, shall be announced in advance. The resident's absence will not prevent the carrying out of such maintenance or safety inspections. When an occupant has requested repairs by filing a Work Order Request, authorized maintenance personnel may enter in the resident's absence for the sole purpose of making the repairs requested. In order to secure the buildings, Residence Life staff will enter and check all individual rooms during the Thanksgiving and semester breaks.

COLLEGE REGULATIONS

The resident will abide by the regulations of the College and those established by the Residence Hall Council of the building in which he/she resides.

The Vice President of Student Affairs, Dean of Students, Director of Residence Life, Associate Directors of Residence Life, Assistant Director of Residence Life, and the staff of residence halls (Area Directors, Head Residents, Hall Directors, and Resident Assistants) are responsible for enforcing regulations as outlined in the current edition of the *Student Handbook*. Violation of these regulations will result in penalties ranging from a reprimand to dismissal unless otherwise specified.





It is expressly understood that violation of the terms of this Housing Agreement by the resident may result in penalties ranging from warning to the resident's being discharged from the College's residence halls. The College is under no obligation to house a resident whose Agreement has been previously terminated due to a failure to abide by the conditions of this Agreement.

Where appropriate to assure the personal safety of the resident(s) with proper notification and adherence to the College judicial process, the College reserves the right to remove a student from his/her residence hall.

In addition, the College may exclude a student from the residence hall to protect the public health or the health of the student under the policy and procedure outlined in the *Student Handbook*.

EXCLUSIONS

If for any reason occasioned by fire, strike, earthquake, accident, flood, riot, emergency, or act of God, the College is unable to provide adequate housing, either party will have the right to cancel this Agreement with no liability to the resident or to the College, except for contracted commitments due prior to the date of cancellation. Should the College find it necessary to invoke this cancellation provision, the Office of Residence Life will attempt to identify and provide alternate housing for each student whose Housing Agreement is terminated. A refund of the room rent will be made (in accordance with the schedule printed in the College Catalog), if the student chooses not to accept the alternate housing offered by the College or if the College is unable to offer alternate housing.

SELF-DETERMINATION

Principles of Self-Determination

The College's dedication to liberal education is reflected in its policy of residence life known as self-determination. Each residential unit is viewed as a living-learning center whose goal is to enrich each student's educational experience. Under the policy of self-determination, the residents of each unit, under the guidance of the Residence Life staff, develop guidelines and procedures of governance for living which will allow for both individual freedom and the privacy and personal rights of others in the community.

Students in residence halls exercise this responsibility of self-governance through the Residence Hall Councils. The residents develop guidelines which pertain to the maintenance of a clean and orderly environment in the residence hall, the maintenance of reasonable quiet, the regulation of conduct which infringes on the rights of other residents or which restricts the use of public areas, the assurance of a reasonable level of safety and security, and the regulation of visitation of guests.

The policies and procedures adopted by the Residence Hall Councils shall be compatible with the College policy, public laws and the academic objectives of a residential, educational community. The individual's right of privacy and freedom of personal choice and movement and the educational goals of the College must always be ensured by the guidelines.

Each resident shall have freedom of movement in or out of his/her residence hall at all times.

Each visitor to a residence hall must be a welcomed guest of a resident of that hall. Residents are responsible for the behavior of any guest(s) visiting. Visitation must not interfere with the privacy and freedom of roommates and hall residents.

Each student has the right to counsel with a member of the Dean of Student Affairs staff concerning problems arising from self-determination. The staff of the Dean of Student Affairs has the right to intervene to ensure that the rights of all students are respected.

Functions of Residence Hall Councils

Composition and Organization of Councils

After the first week of classes, but no later than the end of the third week of the academic session, each residence hall or complex shall elect a Residence Hall Council consisting of at least one representative from each floor or section of the hall or complex.

The offices of the Residence Hall Council shall be determined by the council and the officers' duties designated by the same. A combination of the following offices is suggested as a means of developing an effective Hall Council: President, or Chair, who also serves as the Hall Council Representative to the campus-wide Residents Council; Vice President; Secretary; Programming Chairperson; and Floor/Unit Representative. The Head Resident for the residence shall serve as advisor to the Council. Following election of all members, each Residence Hall Council shall decide such issues as the following:

- how frequently meetings will be held;
- meeting attendance policy;
- what constitutes quorum;
- what voting percentage is required to pass resolutions;
- how to handle replacement of officers or representatives who resign.

Any member of the Residence Hall Council shall be subject to recall proceedings when the Council has received a petition signed by 30% of the residents. A majority vote of the residents is required for recall of a Council member, and the election to determine the status of the member must be held within ten days of the receipt of the petition.

Programming Function of the Council

The Residence Hall Council has the responsibility for organizing social and educational activities for the residence hall community according to the needs and interests of the residents. The Council has the right to appoint the committees necessary to this function and the right to establish dues, organize fund-raising activities, and receive contributions as a means of support for its programs.

Governance Function of the Council

1.) Exercising the principle of self-determination, the Residence Hall Council has the responsibility to determine rules and regulations governing common areas, both those rules for residents and the policies for allowing outside groups to use residence hall space. The Council also has the responsibility to outline clearly consequences for failure to abide by established rules and regulations. Until the elected Residence Hall Council is functioning at the beginning of the Fall semester, guidelines developed during the preceding academic year will be in effect. The Residence Life staff will be responsible for making these policies known.

a.) No rule or regulation may be established which is inconsistent with or contrary to the rules, regulations and policies of the College. Rules may be established that are more stringent than the general provisions of the College; e.g., individual residence halls may elect to close their residences at an earlier hour than required by the security provision noted in the Residence Hall Agreement and to reopen them at a later time should the residents desire. In addition, the Residence Hall Council may permit the residents of a floor or section of a residence to elect hours of visitation or to establish other regulations more restrictive than those employed by the remainder of the residence hall.

b.) All rules and regulations established by the Residence Hall Council must be approved by a majority vote of the Council.

c.) Any rule or regulation shall be subject to a referendum upon receipt of a petition signed by ten percent of the residents of the unit. The Residence Hall Council must hold a referendum for the residents within ten days of its receipt of the petition.

d.) All rules and regulations established by the Residence Hall Council will be reviewed by the Residence Life staff. Copies of all rules shall be posted in the residence hall and also be on file in the Office of Residence Life.

2.) Within the first three weeks of the Fall semester, the Resident Assistant shall assist each living unit (floor, wing, house, etc.) within a residence area in the devel-

opment of a Unit Agreement outlining guidelines for community living and consequences for failure to follow established guidelines. Unit Agreements should cover areas such as quiet hours, visitation regulations, use of unit lounge space, smoking regulations, and mutual expectations of unit residents. All residents of a living unit must participate in the development of the Unit Agreement and sign the completed agreement. A copy of each Unit Agreement shall be posted in the living unit, and a copy kept on file in the Office of Residence Life as well.

a.) The Unit Agreement may be amended at any time. Any resident of a living unit may call a unit meeting to discuss modification of the Unit Agreement.

b.) In the event that conditions outlined in Unit Agreements within a residence appear to be in conflict, the Residence Hall Council shall serve as mediator. Representatives of the units in conflict shall bring their grievances to the Hall Council for resolution by the voting members of the Council.

3.) The Residence Hall Council has the responsibility to investigate damages to common property, furniture and fixtures, to determine culpability, to assess charges to the responsible parties, and to collect from residents or designate Council funds for repair or replacement of damaged property. The Residence Hall Council has the authority to levy charges against users of area property, equipment or furnishings for damage to or misuse of same.

Recommendation of Physical Improvements

The Residence Hall Council has the responsibility to represent the residents of the unit in matters which pertain to needed and desired physical improvements in the residence. The Council may designate funds for the purchase and/or refurbishing of furniture, recreational equipment, and other items based on residents' needs and interests. The Residence Hall Council has the authority to establish policies regulating the use of such furniture and equipment.

CLASS SCHEDULES

Fall Session

Instructor	Office	Hours	Phone

	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
8:00- 9:00						
9:00- 10:00						
10:00- 11:00						
11:00- 12:00						
12:00- 1:00						
1:00- 2:00						
2:00- 3:00						
3:00- 4:00						
4:00- 5:00						
5:00- 6:00						
6:00- 7:00						
7:00- 10:00						

Spring Session

Instructor	Office	Hours	Phone

	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
8:00- 9:00						
9:00- 10:00						
10:00- 11:00						
11:00- 12:00						
12:00- 1:00						
1:00- 2:00						
2:00- 3:00						
3:00- 4:00						
4:00- 5:00						
5:00- 6:00						
6:00- 7:00						
7:00- 10:00						

Summer Session

Instructor	Office	Hours	Phone

	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
8:00- 9:00						
9:00- 10:00						
10:00- 11:00						
11:00- 12:00						
12:00- 1:00						
1:00- 2:00						
2:00- 3:00						
3:00- 4:00						
4:00- 5:00						
5:00- 6:00						
6:00- 7:00						
7:00- 10:00						

EXAMINATION SCHEDULE, FALL 1990

The examination schedule is subject to change; students should consult the Registration Schedule for verification.

Final examinations will be held at the times designated on the schedule below except for those provided for in the last paragraph.

	First Period 9:00 - 12:00	Second Period 2:00-5:00	
December 10 Monday	9:30 TT	11:00 TT	
December 11 Tuesday	8:00 TT	3:30 TT	
December 12 Wednesday	11:00 MWF	9:00 MWF	
December 13 Thursday	3:00 MWF 4:00 MWF 3:00 - 4:20 MW	12:30 TT	
December 14 Friday	10:00 MWF	2:00 TT	
December 17 Monday	Bus 201, 202 Bio 101 2:00 MWF	Chinese 101, 201 German 101, 201 Japanese 101, 201 Russian 101, 201	French 101, 201 Italian 101, 201 Portuguese 201 Spanish 101, 201
December 18 Tuesday	8:00 MWF	12:00 MWF	
December 19 Wednesday	Math 108, 111 112, 211, 212	1:00 MWF	

The exam date for classes meeting at 5:00 pm or later will be at the class hour and day during the week of December 10-14, 1990.

The School of Business Administration will make arrangements to give make up exams to students who have exam conflicts.

No changes in this schedule will be permitted individual students, except where examination conflicts occur, or where a student has three scheduled examinations in three consecutive examination periods on consecutive days. Such cases should be discovered as early as possible and proper arrangements made to resolve them by *December 6, 1990, 5:00 pm*. Requests for rescheduling in these cases must be made on forms available in the Office of the Dean of the Faculty of Arts and Sciences and must be approved by the Dean before they become effective.

Students taking a course in which there are two sections taught by the same professor with different final examination periods have the option of taking the exam in either period (with the consent of the instructor). Requests for taking an exam with a different section may be made on forms available in the Office of the Dean of the Faculty of Arts and Sciences. It is the student's responsibility to get consent from the instructor four weeks prior to the end of classes.

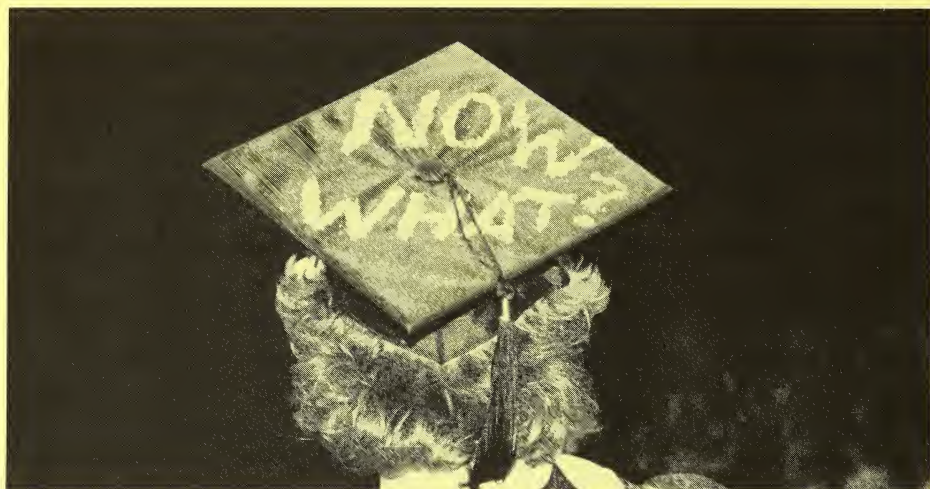
The Office of the Dean of Students handles requests from students unable to take their examinations at the time scheduled on account of illness or other sufficient reasons.

Classes meeting at periods for which provision is not made on this schedule should arrange examination periods to suit the convenience of the instructor and the students. Such special arrangements, including the room to be reserved for the examination, must be reported in writing to the Office of the Dean of the Faculty of Arts and Sciences and to the Associate Registrar.

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